DOCUMENT RESUME

ED 030 025

AC 003 765

A Survey of Policies and Practices in Various Evening Colleges and Divisions of Colleges and Universities in the United States.

Association of Univ. Evening Colleges, Norman, Okla.

Pub Date 69

Note-99p.: Final Report

EDRS Price MF-$0.50 HC-$5.05

Descriptors-Administrative Personnel, *Administrative Policy, Admission Criteria, Adult Students, College Faculty, Credit Courses, *Evening Colleges, Junior Colleges, Program Planning, Publicize, Recruitment, Research, Scheduling, State Universities, *Surveys, Tuition, *University Extension, Urban Extension

A survey was made of evening program policies and practices at 64 private institutions, 26 state universities, eight state colleges, and nine junior colleges. Aspects considered were admission policies; titles of divisions, schools, or colleges; faculty recruitment and responsibility; scheduling; fees; research; general policies; and public relations and student recruitment. Findings included the following most institutions had flexible admission policies enabling adults to take credit courses as special, nondegree, or part time degree students; 51 charged lower fees, and 53 the same fees, for evening students; 66 had 50% or more full time faculty teaching in the evening; full time faculty were generally hired by evening directors or deans or by department chairmen; evening directors or deans generally did the scheduling; 24 institutions reported adult education research projects either completed or in progress; 37 were involved in Upward Bound and other types of innovative programs; students participated at least partly in academic program planning in 65 institutions; 58% of institutions reported adequate support for evening programs; most used newspapers, but few used television, for publicity. (ly)

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A SURVEY OF POLICIES AND PRACTICES IN VARIOUS EVENING COLLEGES AND DIVISIONS OF COLLEGES AND UNIVERSITIES IN THE UNITED STATES

Sponsored by the Research Committee of AUEC, 1968-69

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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PREFACE

This survey of "Policies and Practices in Various Evening Colleges and Divisions of Colleges and Universities in the United States" was made by the Research Committee of the Association of University Evening Colleges in the interest of evening divisions and colleges throughout the country.

Questionnaires were sent to colleges and universities throughout the United States and Canada-including the entire membership of the Association of University Evening Colleges. A total of 107 institutions responded including the following:

State Universities	26	Private Colleges	64
State Colleges	8	Church-related	22
Junior Colleges	9	Private Colleges	20
		Private Univ's	22

TOTAL 107

As Chairman of the AUEC Research Committee, I wish to thank each evening college dean or director that responded to the questionnaire-without your interest and cooperation this study would not have been possible. We trust that you will find the results interesting and that each of you will be able to use this survey to advantage.

I wish to thank the members of the AUEC Research Committee for their advice and assistance in completing this study. Finally, I wish to express my appreciation to Dr. Raymond P. Witte, Director of the Evening Division of Loyola University (New Orleans), and President-elect of AUEC for his advice and encouragement. He gave his wholehearted support to this study, and it was his decision to distribute the complete results of the study to the entire membership of AUEC.

CONCLUSIONS

This study included seven general areas: I. Admission Policies; II. Terminology; III. Fees; IV. Faculty and Faculty Recruitment; V. Scheduling; Research VI. General Policies; and VII. Student Recruitment (Or Publicity). A few important conclusions might be reached by examining the summary material as follows:

I. Admission Policies

The results show that most institutions have flexible admission policies for adults to allow them to take credit courses as part-time degree students or "special" or non-degree students.

a. 53 institutions (49%) have no deadline for applications or allow one week for applications to be completed.

b. 83 institutions (77%) allow adults to register for credit courses without submitting a transcript including 13% provisional registration. In some instances, they are tentatively classified as "special" or "non-degree" students who must be matriculated as degree students after completing a certain number of hours with satisfactory grades.

c. Approximately 86% of the institutions will allow an adult to register as a "special" or non-degree student - and students may take from 8 hours to an indefinite number of hours before being required to matriculate as degree students.

d. 48% of the institutions allow students to register for credit courses by mail.

e. 75% of the institutions allow special students to take credit courses without taking a standard examination such as ACT or CEEB as degree and/or "special" students.

f. 24 institutions offer special degree programs for adults - 28 additional institutions are considering offering special degree programs.

II. TERMINOLOGY

28 titles are used to designate the division, school or college used to serve the academic needs of adults.

III. FEES

51 institutions charge lower fees for evening students; 53 institutions charge the same fees.

IV. FACULTY AND FACULTY RECRUITMENT

1. Most institutions have no fixed policies regarding the percentage of full-time faculty teaching evening classes. However, only 41 institutions (38%), have less than 50% full-time faculty teaching in the evening.

2. In 37 institutions (34%), the Director or Dean has the responsibility for hiring full-time faculty; in 41 institutions (38%), the department chairman has this responsibility.

V. SCHEDULING

1. The director or dean of the evening division, school or college is responsible for the evening class schedule in 85 institutions. In 43 institutions (40%) department heads submit evening class schedules for the Director's or Dean's approval. Consideration is given to student needs, faculty availability, space limitations, past class enrollments, and budget limitations.

RESEARCH

24 institutions reported research projects in adult education either completed or in progress. The Research Committee has received copies of research results from several institutions. The committee plans to recommend that some of the research results be made available to AUEC members as well as other evening colleges and universities.

VI. GENERAL POLICIES

1. Evening college administrators should be particularly interested in some of the innovative practices listed for 37 institutions including Headstart and Upward Bound programs, a tutorial project operating in 10 ghetto locations, a Model Cities Leadership Program, and other interesting projects.

2. Students are allowed to participate fully in discussions regarding the academic program in only 29 institutions (27%); in 42 institutions (39%), students do not participate in any discussions of the academic program.

3. 58% of the institutions reported that their Evening Division or College was receiving adequate support; 75% of the institutions stated that the administration in their institution recognized the need and importance of the adult education program.

VII. STUDENT RECRUITMENT

Most institutions make full use of the newspaper for publicity purposes. Only 18% of the institutions make use of television for publicity purposes.

SUMMARY OF THE SURVEY

I. Admission Policies

I. Do you have a deadline for applications for admission to evening classes 49 Yes vs. 41 No

II. If so, what is the deadline?

One month	9	University of Kentucky; St. Joseph's College, University College of the University of Syracuse; Rutgers University, Marquetts University, DePaul University; University of Toledo; Manhattan College, Bloomfield College.
1 to 3 mos.	9	Sir George Williams University, Polytech. Institute of Brooklyn, University of Windsor, University of Toronto, City College of New York (some exceptions made), Iona College, University College of the University of Southern California, University of Bridgeport, Ohio State University.
3 to 8 mos.	7	The American University, Brooklyn College of City University of New York, Queensborough Community College, Nassau County Community College, Neward State College, Springfield College, Newark College of Engineering.
One week	12	LaSalle College, Hofstra University, The Citadel, Indiana Central College, Northwestern University, Philadelphia College of Textiles and Science, Thomas More College, Roosevelt University, American International College, University of Maryland, Pierce Junior College, St. Bonaventure University (3 days prior to classes).
Two weeks	6	Washington University (St.Louis), Drexel Institute of Technology, East Tennessee State University, University of Akron, Bryant College, University of Chattanooga.
Three wks.	4	University of Southern Mississippi, School of Continuing Education and Extension Services of New York University, Washburn University of Topeka, New Haven University.
No Deadline (Some through late registration period)	41	University of Cincinnati, Old Dominion College, Community College of Baltimore, Brigham Young University, Loyola Evening College (Baltimore), Louisiana State University (Baton Rouge), Texas Christian University, Loyola University (New Orleans), McNeese State College, Memphis State College, Millikin University, University of Minnesota, C.W.Post College, Boston College, Miami-Dade Junior College, Metropolitan College of St. Louis University, University of Tampa, Virginia Commonwealth University, Johns Hopkins University, Purdue University-Calumet Campus, Rochester Institute of Technology, Northern Virginia University, Trenton State College, Cleveland College of Case Western Reserve University, Drury College, Pace College, University of North Carolina, Babson Institute of Education, Orange County Community College, University of Tennessee (Knoxville), Louisiana State University (New Orleans), St. Francis College, University of Southern California-University College, University of Louisville, Springfield College (None for special students) Southern Connecticut State College.
May enter after classes begin	3	University of Illinois, Northeastern University, Roanoke College.

III. May a student register for credit courses before transcripts are submitted?

69 YES

22 NO

14 PROVISIONALLY

IV. May a student take a certain amount of work for credit as a non-matriculating or "special" student?

Yes	No	Provisionally
93	5	2

If so, how many hours may be taken?

10 - 20 22 Thomas More College, Newark State College, Virginia Commonwealth University, Washburn University of Topeka, John Hopkins University (Additional courses may be taken but not towards a degree), College of William and Mary, University of Louisville, University of Akron, Purdue University, Calumet Campus, Rochester Institute of Technology, University of Windsor, American International College, University of Tampa, The New School, Memphis State University, Miami-Dade Junior College, Nassau Community College, Pierce Junior College, University of Denver, St. Bonaventure University (for certification), Newark College of Engineering.

21 - 30 11 Rutgers University, Indiana Central University, Roanoke College, American University, New Haven College, Roosevelt University, Pace College, Suffolk University, Springfield College (Mass.), Drake University, Southern Connecticut State College.

31 - 60 8 Washington University, DePaul University, Rockford College, Manhattan College, Northern Virginia Community College, Western New England College, Cleveland College, Philadelphia College of Textiles and Science.

61 - 95 4 Old Dominion College, Loyola Evening College (Baltimore), University of Tennessee (Knoxville), Drury College.

Other 1 University of Southern California (University College) - Three Graduate courses or four undergraduate courses.

No Limit 31 University of Kentucky, University of Cincinnati, University of Chattanooga, University of Illinois, Queensborough Community College, Community College of Baltimore, Brooklyn College of City University of New York, Brigham Young University, Louisiana State University (Baton Rouge), Texas Christian University, Marquette University, University of Minnesota, University of Maryland, Ohio State University, Metropolitan College (St. Louis), East Tennessee State University, School of General Studies of Columbia University (With B.A. or B.S. degrees), Loyola University (Chicago), Wayne State University, Dutchess Community College, Sir George Williams University, Trenton State College, University of British Columbia, Boston University (Metropolitan College), Polytech Institute of Brooklyn, Orange County Community College, Carnegie Mellon University, Northeastern University, Bronx Community College, City College of New York, Northwestern University.

V. What are the admission requirements for:

A. Non-matriculating or "special" students?

1.	H.S. graduation, GED, and/or entrance examination (one school - may enter with advanced standing)	22
2.	H.S. graduation, GED (some schools require a certain %age score), and, if applicable, a college transcript.	24
3.	Sufficient background to pass the course (s)	22
4.	18 yrs or H.S. graduation	2
5.	19 yrs, H.S. graduation	9
6.	21 yrs, H.S. graduation.	5
7.	High school graduate, GED or mature person with special needs or interests	2
8.	Satisfactory H.S. record (some schools require specific GPA, and evidence of preparation.	5
9.	Statement from previous institution that student is in good standing.	6
10.	Upper 3/4 of H.S. graduating class, acceptable GED, or good standing from another college	2
11.	H.S. certificate (specific units specified)	1
12.	Students with B.A. or B.S. degree	3
13.	Other special requirements	5

B. Degree Students

1. High school graduate or GED 31

American International College (Bus. major), Northeastern University, Ohio State University, Orange County Community College (plus SUNY exam), Pierce Junior College, John Hopkins University (meet course prerequisites), Old Dominion College, Hofstra University (advisement test), University of Toledo (or college transcripts), Trenton State College, Bryant College, University of Cincinnati, The Citadel (or college transcripts), Dutchess Community College, Roanoke College (or college transcripts), Rochester Institute of Technology, L.S.U. - Baton Rouge (in good standing), Loyola Loyola Evening College (Baltimore), Loyola University (New Orleans), Loyola University (Chicago) - or college transcripts, McNeese State College, Miami-Dade Junior College, New Haven College, Northwestern University, University of Richmond (or college transcripts), St. Joseph's College (grades of 80), University of Southern Mississippi, Washington University (St. Louis).

2. High School graduate (satisfactory grades or certain GPA), ACT, CEEB, or SAT (Min. scores usually) 18
Boston University (Metropolitan College), Iona College, Nassau Community College, Roosevelt University, Springfield College, Manhattan College, Suffolk University (CEEB-SAT) waived for mature students), Tampa University, University of Tulsa, Washington University of Topeka, University of Chattanooga, American University, Bloomfield College, Indiana Central College, Columbia University (General Studies), Memphis State University, Southern Connecticut State College, University College of Syracuse University.

3. High school graduate, 15 - 16 units (some schools specify), and satisfactory performance on ACT, CEEB, SAT. 6
Bronx Community College, University of Denver, Pace College, Philadelphia College of Textiles and Science, Brigham Young University, Newark College

4. Class rank required, ACT, CEEB or SAT (Min. scores), High school graduate 8
Carnegie-Mellon University, Newark State College, University of North Carolina, Northern Illinois University, Brooklyn College of City University of N.Y., DePaul University, University of Louisville (No CEEB or SAT) - rank only, Millikin University, Rutgers University (University College).

5. High school graduate with specific course requirements and/or units or GPA. 9
American International College (Arts & Sciences), Brooklyn Polytech Institute, St. Francis College, Western New England College, University of Bridgeport, Boston College, Centenary College, C.W. Post College, Drexel Institute of Technology.

6. High School graduate or college transcripts, CEEB, ACT, SAT (Minimum scores) 3
University of Akron, Cleveland College of Western Reserve University, Drury College.

7. No admission requirements 4
Harvard University (Extension), University of Minnesota, Northern Virginia Community College, Texas Christian University.

8. Same as for day students 5

9. Upper ½ of class or upper ½ of national average on SAT 1
Purdue University - Calument Campus

10. Grade 13 with 60% or 7 papers 1
University of Windsor

11. Other 5

11. (Continued)
New York University (School of Continuing Education & Extension Services)
Associate in Arts & Associate in Science (Business): high school certificate, or GED, performance on adult admission test equivalent to level required for admission to other undergraduate degree programs, intensive interview (some programs require SAT scores).
Associate in Applied Science in Early Childhood Education and Social Work-Day program for adults; high school certificate or GED (or provisional admission subject to earning GED within one year), satisfactory performance on adult admissions test, intensive interview.

VI. Some junior and senior colleges and universities are now registering students for credit courses by mail. Do you use mail registration at your institution? 52 Yes If so, what procedure is used? (Limited examples listed below)

1. Materials are mailed at same time catalog is sent. Instructions are included. Mail registrations are accepted up to a date approximately one week prior to the opening of the semester. (Washington University, St. Louis)

2. All new and continuing students may register by mail. A period during the semester is designated as preprogramming for mail registration. During this period, all students wishing to take advantage of mail registration are programmed by their appropriate advisor and are billed later. (C.W. Post College)

3. Registrar mails registration material to all students in attendance but only those who have formal plan of studies made by a faculty advisor and filed in the University College Office may return the material by mail. Registration is checked in the office against this plan of studies (student has one copy of it for reference in filling out registration forms). These mail registrants may register in advance of other continuing students. (Hofstra University)

4. Course selection forms and schedules of classes are mailed to all students. These are filled out and mailed to the college. The Dean and Assistant Dean approve (or disapprove) every form. All cards are mailed to the student. The student fills them out and mails them back to the college along with the check for tuition. (Loyola Evening College, Baltimore)

5. Students request mail registration kit-completes and returns it and staff processes the registration in advance of regular registration date. (Texas Christian University)

6. New students see a counselor to assist them in completing a scheduling card (if eligible) and are given a mail packet for completion and return. Former students may telephone and designate course selection. Schedule card and mail packet are mailed for completion and returned. (Cleveland College of Case Western Reserve University)

7. Printed form in newspaper; in evening brochure; and separate form. Mail registrations are accepted three to four weeks prior to "in person" registration. (University College of the University of Richmond)

8. Currently, all former students registered during the previous quarter receive a packet of IBM forms and course information allowing them to register completely by mail. (Northeastern University)

9. Mail registration cards are sent to previous registrants and others upon request, full fee must accompany returned cards. Cards are returned to the University Registrar's Office. (University of British Columbia)

10. Students mail course selections to computer section. On registration day students pay their bills and are given schedule. First-time students cannot use this method. (St. Bonaventure University)

VII. What are the retention policies for your evening students?

A. Regular Students

1. Grade point average of "C"	34
2. Satisfactory grades or making progress towards a degree	7
3. No retention policy	8
4. Same as for day students	4
5. Varies according to school	3
6. Certain GPA according to number of hours student has taken or year enrolled	32

(Limited examples listed below)

1. 1.6 in freshmen year; 1.8 in sophomore year; 2.0 in junior and senior years. (Bloomfield College), (East Tennessee State College, Knoxville).

2. 16 hours-1.00 average; 17-48 hours-1.35 average; 2.00 after 90 hours, (Trenton State College).

3. Probation at 6-12 QP deficiency; dismissed at 13 QP deficiency, (University of Louisville).

4. Dependent on GPA after 12 credit hours; dismissed or suspended if less than 1.75 out of 4.00 after two semesters (Orange County Community College).

5. Three "F's" in semester requires a withdrawal. Student with a "C" average on probation; average of "C" is required for graduation (Boston College).

6. 15 deficiency points and student is suspended (University of Bridgeport).

7. A student who has attempted 72 hours and has not achieved a GPA of 1.5 is excluded (Miami-Dade Jr. College).

8. Maintain graduation requirement of 3.20 average. Probationary limitations imposed on delinquents by faculty committee (Rutgers University).

9. First four semesters in any degree program 1.8 on 4.00. Fifth semester and to completion 2.00. (Rochester Institute of Technology).

10.	12-20 hours	below .35	dismissed	below 1.35	academic probation	University of Maryland
	21-35 hours	" 1.35	dismissed	" 1.65	academic probation	
	36-50 hours	" 1.65	dismissed	" 1.80	academic probation	
	51-65 hours	" 1.80	dismissed	" 1.90	academic probation	
	66-80 hours	" 1.90	dismissed	" 2.00	academic probation	
	81 or above	" 1.95	dismissed	" 2.00	academic probation	

B. Non-degree or "special students"
(If different retention requirements from regular students)

1. No specific policy 24
2. Satisfactory performance on courses taken 10
3. Must maintain a "C" avg. 32
4. Must maintain a "B" avg. 1

VIII. Do you require the ACT or CEEB examination for adults in the evening division?

ACT	CEEB	YES	NO	Occasionally
5	7	15	80	2

Are other tests required? (In place of or in addition to standardized tests)

YES	NO	Occasionally
40	63	2

List of other tests used:

1. SCAT (or ACT, CEEB)-(University of Chattanooga)
2. Reading advisement test -(Hofstra University)
3. Placement tests in English, Math, Language, Speech-(Queensborough Community College)
4. Qualifying examination-(Brooklyn College)
5. For non-high school graduates and scholastically deficient transfers-(Rutgers University)
6. SCAT in place of high school certificate-(Loyola University, New Orleans)
7. University's Adult Admission Test-(School of Continuing Education and Extension Services-New York Univ.)
8. SCAT and Cooperative English Reading Test-(Boston College)
9. University has its own battery of tests-(DePaul University)
10. SAT For matriculation-(Indiana Central College)
11. CEEB Placement tests-(University of Toledo and Purdue University-Calumet Campus)
12. Sometimes C.L.E.P. or reading tests-(Suffolk University)
13. Only if you wish to carry more than 9 hours-(University of Tulsa)
14. Graduate record for admission to graduate school-(Virginia Commonwealth University)
15. SCAT (and CEEB if less than 3 years since h.s. grad.)-(School of General Studies-Columbia University)
16. At graduate level or for border-line students-(College of William and Mary)
17. Diagnostic tests for some courses-(Dutchess Community College)
18. Only if SAT is not available-(Pace College)

19. We use our own "mature matriculation battery"-(Sir George Williams University)
20. A mathematics placement test where appropriate-(Rochester Institute of Technology)
21. The Ohio State University Psychological Test. This test is given where there are no other test scores or they are outdated-(Cleveland College of Case Western University)
22. Our own tests-(Philadelphia College of Textiles and Sciences)
23. Sometimes admissions test for graduate study of business-(Babson Institute of Education)
24. Roosevelt University Entrance Exam-(Roosevelt University)
25. Graduate record for M.A. students-(American International College)
26. English language ability as indicated-(University of Toronto)
27. SCAT (may change to C.Q.T. exam)-(Newark State College)
28. English and Math-(Northeastern University)
29. New Haven College Placement Tests-(New Haven College)
30. Placement tests in Language, Math, English and Data Processing-(Bronx Community College)
31. CEEB, GRE for undergraduate, or graduate studies-(University of Southern California-University College)
32. In certain areas such as law-(University of Denver)
33. CEEB for degree students, occasionally SCAT-(American University)

	YES	NO
Are these tests used as a basis for admission ?	47	53
Or for placement and advisement?	46	40

IX. Do you offer a special degree program for adults? 24 YES 80 NO

SCHOOL OFFERING A SPECIAL DEGREE PROGRAM

	Degree	Enrollment	School
1.	Bachelor of Science	3,000+	University of Cinn.
2.	Special Baccalaureate Degree program for adults	150	Brooklyn College of the City University of New York
3.	Bachelor of Sci. in Gen.Stu.	1,096	Louisiana State University, Baton Rouge.
4.	Bachelor of Arts in Lib.Stu.	100+	University of Syracuse, University College
5.	Bachelor of Arts with Divisional concentration in Humanities, Natural Sciences (incl.Math) or Soc.Sci.	1,500	Texas Christian University
6.	Bachelor of Arts and Bachelor of Commercial Studies (not the same as day program)	650	Loyola University, New Orleans
7.	Associate in Arts in Law Enf.	51	Marquette University
8.	Three special degrees for adults:		
	Assoc. in Arts (Evening)	181	New York University, School of Continuing Education and Extension Services
	Assoc. in Appl. Sci. (Bus.eve.)	132	
	Assoc. in Appl. Sci. (Early Childhood Ed. and Social Wk(day)	60	
9.	Bachelor of Gen. Studies	550	Roosevelt University

10.	Certificate programs in Transportation, Traffic Management and Law Enforcement	550	Bryant College
11.	Assoc. degree in Liberal Arts; Assoc. degree in Business Administration		The Citadel
12.	Bachelor of Arts-Gen.Studies Curr.	5000+	University of Maryland
13.	A.A. degree	500	Pierce Junior College
14.	B.S. in General Studies	29	Suffolk University
15.	Certificate in Arts and Sciences & Business	7500	Johns Hopkins University
	Master of Liberal Arts Summer-	2500	
	Master of Science, major in Numerical Science, Physics, Applied Physics		
16.	B.S. degree	3200	Columbia University-School of Gen. Studies
17.	Bachelor of Arts, Bachelor of Commerce, Master of Commerce, Master of Humanities	934	University College of the Univ. of Richmond
18.	A.A. degree	150	Rochester Institute of Technology
19.	Bachelor of Science	180	Drury College
20.	Master of Liberal Studies	19	Boston University-Metropolitan College
21.	Master of Business Administration	430	Babson Institute of Education
22.	Bachelor of Science in General Studies	30	American University
	Master of Science in Teaching	82	
	B.S. in Law Enforcement	275	
	M.S. in Correctional Administration	18	
23.	Assoc. in Applied Science (new)	4	Manhattan College
24.	A.A. in Extension Studies		Harvard University

Note: Other institutions offering special adult degree programs but not included in this study are: University of Oklahoma, University of South Florida, Goddard College and Queens College.

X. Are you considering offering a special degree program for adults in the near future? 28 YES 70 NO

1. Univ. of Chattanooga (recommended.
2. Queensborough Community College
3. Texas Christian Univ. (add. prog.)
4. McNeese State College
5. Memphis State University
6. Brigham Young University
7. C. W. Post College
8. University of South. Mississippi
9. DePaul University
10. Miami-Dade Junior College
11. Univ. of Maryland (considering graduate level M.S. in Soc. Sci., M.A. in Liberal Studies; at undergraduate level, B.A. in Police Science.
12. Metropolitan College of St. Louis University
13. Suffolk Univ.,(Revision of B.S. in Gen.Stu. for flexibility)
14. University of Tampa
15. East Tenn. State Univ (planning to offer 2 yr. program in chem. accounting, and industrial education.
16. Western New England College (an associate degree in general education after 60-66 hrs. or 3-4 years of evening study.
17. College of William and Mary
18. Rochester Instit. of Tech. (will enlarge majors from General Education to a broad Fine Arts, also)
19. The University of British Columbia
20. The University of North Carolina
21. Thomas More College (Police Science Certificate Program)
22. Newark State College
23. Orange County Community College
24. New Haven College (possibly for adult women)
25. University of Tennessee (Knoxville)
26. St. Francis College
27. University of Southern California (University College)
28. Manhattan College (Hope to offer B.S. in Radiological Health and Sciences as development of the new A.A.S. in the same area)

XI. What are the admission requirements for the special degree program (s) ?

Same as for regular students: 6

OTHER:

1. Extensive interviews for two days (Syracuse University-University College)
2. Associate in Arts Evening Degree Program for Adults and Associate in Applied Science (Business) Evening Degree Program for Adults: high school graduation or equivalency diploma, performance on adult admissions test equivalent to level required for admission to other undergraduate degree programs (it is hard to be more specific about this because some students are admitted to other degree programs in terms of performance on the same test and others on the basis of SAT scores, so that equivalent judgments must be made), intensive interview.

   Associate in Applied Science in Early Childhood Education and Social Work: Daytime program with sections for adults and with sections for recent high school graduates-high school graduation or equivalency diploma (except that an adult may have provisional admission subject to the earning of an equivalency diploma within one calendar year), satisfactory performance on adult admissions test, intensive interview.

   New York University Opportunities Program: High School graduation or equivalency diploma with grades ordinarily less than 10% lower than ordinary admissions standards, intensive interview.

   SCHOOL OF CONTINUING EDUCATION AND EXTENSION SERVICES-New York University

3. Vary according to program (Johns Hopkins University)
4. High School diploma or GED, some evidence of academic ability as indicated by high school transcripts, test scores and personal interview (Columbia University, School of General Studies).
5. Successful work on 45 hours (University College of University of Richmond).
6. Must be over 25 (Rochester Institute of Technology).
7. "B" average or better in latter half of undergraduate program (Boston University-Metropolitan College).
8. Harvard University (Extension Division)
   a. With no previous college experience-must complete satisfactorily the equivalent of one year of college work-four full courses or eight half courses-under the Commission on Extension Courses, or in Harvard Summer Sch.
   b. Those who have had previous college work and wish to have it evaluated for possible transfer credit must complete satisfactorily two full courses or four half-courses under the Commission on Extension Courses, or in the Harvard Summer School, before presenting official transcripts of this work.

XII. Who formulates admission policies for evening students at your institution?

A. Regular Students:

Faculty Admissions Committee (Generally includes Director or Dean of the Evening Division or College)	51
President's or Dean's Council	6
Dean and/or Director of the Admissions Office	23
Evening College Committee or Board and/ or Director	11
Administration and Directors	9

OTHER:

1. Administrative Board of the School of Continuing Education and Summer School (Washington Univ. of St. Louis)
2. State of Ohio (University of Cincinnati)
3. Dean of University College with faculty Admissions Committee and Director of Admissions (Hofstra Univ.)
4. The Administrators in the Department of Evening Classes, the Dean of Continuing Education and Administrative Council of the University (Brigham Young University)

6. No Policies (University of Minnesota)
7. The college offering the courses (St. Louis University, Metropolitan College)

B. Non-degree or "special" students

Same requirements as for degree students	46
Admissions officer or registrar	12
Evening College Dean or Director	16
Administration and Directors	14
School of General Studies and Admissions Office	10

C. Special Degree Programs for Adults (If different requirements for admission)

Faculty Committee	2
Admissions Officer	1

Other:

1. State of Ohio (Cincinnati University)
2. Faculty of School of Continuing Education and Extension Services (New York University)
3. Dean of the Evening College (Philadelphia College of Textiles and Science)

XIII. To what extent may day and evening students enroll in the same class?

No restrictions 70 ; Special permission necessary 20 ; Limited 16

OTHER:

1. Availability of space (University of Kentucky-Pace College)
2. No problem-only about 300 of our students are day students (University of Cincinnati)
3. Certain classes may be entered by day students only by permission of the Dean of the Evening College-in other classes no restrictions (University of Chattanooga)
4. Day students may enroll in evening classes in the event of scheduling problems. Evening students may select day courses when full-time day students have registered (Community College of Baltimore)
5. 1/6 day vs. 5/6 evening students (Syracuse University-University College)
6. Day students enroll in evening classes for make-up to avoid scheduling conflicts and for enrichment. Evening students, transferred to night work may enroll in day classes for not more than two years (Rochester Institute of Technology).
7. At present time, half and half basis (Boston University-Metropolitan College).
8. Day students may transfer evening credit with "C" or better. Evening students normally not enrolled in day classes because basic colleges are structured for the Cooperative Plan of Education (Northeastern Univ.)
9. Of the special degree programs in our school, each is completely day or completely evening, so there are no day or evening students in the same class. In other schools of the University with evening credit students, a full-time day student can, if it is more convenient, take one or more of his courses in the evening, but part-time students are allowed only in the evening (New York University-School of Continuing Educ. & Extension Services)
10. To the extent there is room after respective registrations (University of Bridgeport).
11. No more than 1/3 of an evening class may be populated by day division students (DePaul University)
12. First year evening student may not normally take day courses (Suffolk University)
13. All evening classes open to day students-not vice versa (The New College)
14. None-because of the military character of the CITADEL.
15. This is primarily done in Library and Music classes (University of Minnesota)

In your opinion what are the advantages and/or disadvantages of the combined class with day and evening students?

Advantages:

1. The diversity of views, attitudes, and backgrounds make for greater challenge and interest 5
2. Serves to keep the "one school" concept-same standards 5
3. Chief advantages are flexibility of scheduling and a bridging of the "generation gap"...While both young and old sometimes feel at a disadvantage in each other's presence, the feeling soon passes 3
4. They gain greater respect for each other's role in learning that day students are not entirely theoretical in approach and that evening students are not totally dependent upon the practical approach 3
5. Combined classes mean broader course offerings-classes will be larger and less classes cancelled due to low enrollment 8
6. Teaching is more challenging 6
7. Continuity with degree programs 4

Disadvantages:

1. Possible dilution of adult level approach.
2. Only disadvantage is that frequently older students are treated the same as younger students.
3. Each group has its own regular program. They perhaps should be kept separate (except for make-up, time schedule, etc.) even though most courses are the same.
4. Disadvantages lie in age and occupational differentials primarily.
5. Disadvantage of age differences, different teaching methodology and variance in learning.
6. Very infrequently a young "matron" feel ill-at-east at first being in the same class with students recently out of high school.
7. Day students may block some evening students from taking the course because of maximum enrollment.
8. Usually lack of experience in living on the part of the day students inhibits the use of a full potential of experience of evening students by the instructor.
9. Day students slow down evening business instructor.
10. Difficult to maintain standards in mixed classes (University of Southern California).
11. The diversity of background and interests is good, although academic performance is sometimes disappointing to day students.
12. Limits development of special adult programs.

XIV. Do you have an Orientation program for evening students? 33 YES 73 NO

When is it held?

Before registration 11 First week of classes 2 Beginning of sem. (qtr.) 7

During the Semester (qtr.) 4 On registration day 3

OTHER:

1. We have an orientation program for evening Associate in Arts and Associate in Applied Science students on an evening in the first or second week, and a daytime orientation for Associate in Applied Science in Early Childhood and Social Work students on the first day (New York University, School of Continuing Education and Extension Services)
2. One afternoon affair, Saturday or Sunday before fall and spring terms begin (St. Joseph's College)
3. Wednesday evening before first day of classes (Boston College)
4. Four evenings a week (Nassau Community College)
5. Second week of each regular term (University of Akron) (Pace College)
6. Candidates meet faculty and staff at general open house at registration (Boston University-Metropolitan College)

XV. Additional Comments on Admissions

1. High school graduation or the equivalent is required for students who have never attended college. Well-qualified persons who are not high school graduates will be admitted upon the basis of tests. (Washington University, St. Louis)
2. Too many members of the Admissions Committee think almost exclusively in terms of the regular day student. To some degree this results in inflexibility and lack of concern for the adult part-time student. (University of Chattanooga).
3. All students are on probationary status until successful completion of 16 credits. (Loyola Evening College, Baltimore)
4. Our policy (i.e., academic units plus certain grades for degree students); high school certificate for certificates and isolated credit-does result in admission of many "probationary" status students. We believe in this for adults; we go "slow on it" for just high school graduates. (St. Joseph's College)
5. We do everything within reason to maintain evening degree programs as an integral part of the total university. (East Tennessee State University)
6. Implementation of admission standards is a function of the Evening College administration. (Johns Hopkins University)
7. Our philosophy is - those who wish to "continue to learn" should have the opportunity to do so-student achievement is the main "screening" device. (Wayne State University)
8. "Open-door"admissions policy-but denied admission if required background is lacking. (Dutchess Community College)
9. Since the College's programs are new (2 years), the admissions procedures and requirements are being evaluated as to effectiveness. (Boston University - Metropolitan College)
10. We have a 16 s.h. probationary program. These students are permitted to take a maximum of 16 s.h. of prescribed liberal arts courses as a basis for reconsideration for admission. (Newark State College)
11. All part-time students work toward the general Bachelor of Science degree. System of high school grades together with matriculation after 35 q.h. of 2.00 or better is comparable to the California State policy. System is necessary as operation is in excess of 12,000 students (does not include 2500 summer students) - (Northeastern University). We have added 50 part-time academic counselors to assist students in course selection and program planning.
12. I would like to see greater flexibility extended to the mature and more stably motivated evening student by Admissions Officers. Some reliable indicators should be developed to reflect the attitudes and perserverance levels of the adults for higher education. (Manhattan College)
13. We do not have a separate faculty and curriculum. Our students attend regular university classes both during the day and in the evening. Our off-campus programs are somewhat separately defined. However, for these students permission is given for them to attend campus classes. (The American Univ.)

II. TERMINOLOGY

I. Title of your division school or college:

A. Evening Division 17

Centenary College, C. W. Post College, Bryant College, University of Bridgeport, Indiana Central College, Loyola University (New Orleans), Marquette University (liberal arts), Pierce Junior College, Metropolitan College (St. Louis), Suffolk University, University of Tulsa, Western New England College, Sir George Williams University, Thomas More College (and Saturday Division)

Northwestern University (5 divisions), Manhattan College, Louisiana State University (New Orleans).

B. Evening College 13

University of Cincinnati, Drexel Institute of Technology, Loyola Evening College (Baltimore), St. Joseph's College, Texas Christian University, Bloomfield College, Virginia Commonwealth University, John Hopkins University, University of Akron, University of North Carolina, Philadelphia College of Textiles and Science, American International College, Rockford College.

C. University College 12

Louisiana State University (Baton Rouge), Hofstra University, University College of Syracuse University, Rutgers University, DePaul University, University of Maryland, Drake University, Loyola University (Chicago), University of Richmond, Northeastern University, University of Southern California, University of Louisville.

D. Division of Continuing Education 9

Old Dominion College, Brigham Young University, University of Southern Mississippi, Springfield College (Mass), University of Tampa, Babson Institute of Education, Roosevelt University, Orange County Community College, New Haven College.

E. College or School of Continuing Education 6

Washington University (St. Louis), New York University (& Extension Services), East Tennessee State University, Northern Illinois University, Rochester Institute of Technology, The American University.

F. Other titles

1. Evening Class Program (non-degree) - University of Kentucky.
2. The Evening and Special Classes Division of the University - University of Chattanooga.
3. Division of University Extension - University of Illinois, University of Tennessee (Knoxville), Harvard University, University of Windsor, University of Toronto.
4. Evening and General Studies Program - Queensborough Community College.
5. Evening School - McNeese State College.
6. School of General Studies - Brooklyn College of City University of New York, Columbia University, City College of New York.
7. Adult Education & Evening School (Millikin University).
8. Department of Evening Classes - University of Minnesota.
9. Evening College of Arts, Sciences and Business Administration (Boston College).
10. The Citadel Evening Program - The Citadel.
11. Division of Special Programs - Miami-Dade Junior College.
12. Evening Program and Continuing Education - Roanoke College, Bronx Community College.
13. Evening Session - St. Bonaventure University; Polytech Institute of Brooklyn; St. Francis College.
14. Division of Business Administration - Iona College
15. Office of Continuing Education - University of Denver; Dutchess Community College.

17. School of Continuing Studies - College of William and Mary.
18. Continuing Adult Education and Community Services - Northern Virginia Community College.
19. Division of Field Service - Trenton State University; Newark State College.
20. University Continuing Education Division - Cleveland College of Case Western Reserve University.
21. Adult Education Division - Drury College.
22. Extra-sessional Credit - University of British Columbia.
23. Metropolitan College - Boston University.
24. No special designation. Each school offers day and evening programs. The School of Continuing Education is intended for non-matriculating and special students - Pace College; Purdue University, (Calumet Campus).

II. How would you define the meaning of this term as used in your institution?

A. Evening Division

1. Ours is a regular part of our college, and that means just that it is the evening program of the college. We do experiment more in this division than in the Day school (Centenary College of Louisiana).
2. Regular collegiate degree-oriented programs offered in the evening (LaSalle College).
3. Comprises all adult undergraduate students enrolled at C.W. Post College and at its extension. It also includes all non-credit continuing education programs (C.W. Post College).
4. Responsible for adult education, degree and non-credit (special) courses, evening and Saturday classes - on and off-campus - Bryant College.
5. As a Division of the University (University of Bridgeport).
6. It is an administrative term to distinguish between the day and evening programs.- Indiana Central College.
7. Originally, it was a Division of Arts & Sciences; now for practical purposes it is autonomous (Loyola University - New Orleans).
8. A semi-autonomous division of the day college (Marquette University).
9. Each of the five day divisions is academically responsible for its own evening programs which are identical to its day program leading to a degree (Northwestern University).
10. The evening division at Manhattan College is an integral unit of the College.
Its primary purpose is identical with the objectives of the college. The division is a separate academic unit under its own director, which presently awards the BBA degree and AAS degree (Manhattan College).

B. Evening College

1. We offer our own courses and bachelor degrees, control faculty, have identical status with other campus colleges. We offer our own non-credit work (University of Cincinnati).
2. Completely autonomous undergraduate program of studies offered after 6 P.M. (Drexel Institute of Technology).
3. Programs similar to day, but offered in evening hours usually to fully employed older students (Loyola Evening College - Baltimore).
4. We are a degree-granting liberal arts college - evening and part-time. (The evening is not 100% accurate; nor is the "part-time") - (St. Joseph's College).

Commonwealth University).

6. A program of part-time higher education for adults. Emphasis is placed on work toward certificates and degrees (John Hopkins University).
7. A general two-year program for adult students (University of North Carolina).

C. University College

1. Defined as a part-time college (Louisiana State University - Baton Rouge).
2. It is the Continuing Education Division of the University (University College of Syracuse University).
3. A college within the framework of the University (Rutgers University).
4. A service-oriented administrative unit facilitating the continuing education responsibilities of the university which also grants a degree (University of Maryland).
5. Programs and courses for adults (DePaul University).
6. University college is one of nine colleges which offers evening, Saturday and extension classes. The Center for Continuing Education develops programs for business, industry, community service, and other groups of a non-credit nature (Drake University).
7. The part-time degree-granting division which offers classes in the late afternoon, evening and on Saturday (Loyola University - Chicago).
8. University College, so-called because it draws upon the resources of the other colleges of the university, offers part-time programs in Liberal Arts, Business Administration, Law Enforcement and Security and Health-Related programs, leading to the Associate in Science and Bachelor of Science degrees. Workshops and seminars are offered for degree credit. . . the university college provides curricula which cut across traditional subject-matter areas to meet the particular needs of adult students (Northeastern University).

D. Division of Continuing Education

1. Division in charge of resident, evening program, extension program, public services and summer session (Old Dominion College).
2. The administrative unit responsible for all credit and non-credit programs over and above those administered by day deans of the University (University of Southern Mississippi).
3. The Dean of the Division of Continuing Education administers campus credit courses for non-fulltime day students (Brigham Young University).
4. Continuing education basically represents the opportunity for adults to earn their undergraduate degree on a part-time basis. It also includes non-credit institutes, conferences, workshops and extension courses (Springfield College-Mass.).
5. Offers courses for credit or non-credit (as the student qualifies, or if the materials are of College-level). Courses open with above restrictions to all the community (University of Tampa)
6. Credit and non-credit courses offered outside regular day hours - off-campus courses - seminars and institútes (Babson Institute of Education).

E. College or School of Continuing Education

1. We have no expectation that the confusion of terminology will be ended and so have used this rather long and clumsy name as a general way of indicating that considerable range of activities

will be found here that are found in other institutions that are called university colleges, colleges of adult education, evening colleges, extension divisions, etc . . . as well as other activities that are not to be found in other institutions (School of Continuing Education and Extension Services of New York University).

2. Includes evening degree and certificate credit courses; also conferences, lectures, and other continuing activities of a general nature. Includes some continuing professional education (Washington University - St. Louis).
3. A division through which educational services of the university are extended to individuals and groups other than day students. Includes both credit and non-credit programs. (East Tennessee State University).
4. Any program not part of the day programs except where NSF grant is involved. Also includes day programs in the summer session (Rochester Institute of Technology).
5. A college designed to act as a link between the adult student and the university. CCE enables the adult student to make maximum use of university facilities (The American University).
6. Evening Division - Part-time evening students on campus (Northern Illinois University).

F. Other

1. Division of Continuing Studies - functions to service the needs of students who do not choose to make college work a full-time objective (Memphis State University).
2. Evening Class Program - Non-degree students meeting after 5 P.M. (University of Kentucky).
3. School of General Studies - primary objective is to offer higher educational opportunities to working men and women (Brooklyn College of City University of New York).
4. Division of Special Programs - evening, week-ends and off-campus classes (Miami-Dade Junior College.
5. Evening Program and Continuing Education - This office takes care of evening classes. The Continuing Education was added to take care of non-credit activities, institutes, conferences, and business and industrial education(Roanoke College).
6. University Extension - The extension program includes courses in the three areas of Humanities, Natural Sciences and Social Sciences (Harvard University Extension Division).
7. Division of Business Administration - We offer the B.B.A. Degree in the Evening (Iona College).
8. Extra-Sessional Credit - Regular university courses for the student pursuing his degree by part-time, scheduled at times most convenient for this student (University of British Columbia).
9. Office of Continuing Education - Educational opportunities for area residents whose daily responsibilities prevent them from attending the College's day division as fulltime students and who seek to complete initial higher educational objectives, up-date skills and techniques, and seek cultural enrichment (Dutchess Community College).

III. Many college and university administrators think of Continuing Education as series of non-credit courses, conferences, and institutes. How would you define Continuing Education?
(A limited number of definitions are listed below)

1. Continuing education would include credit activities as well as non-credit courses, conferences and institutes (Washington University - St. Louis).

2. Continuing education means the continuation of education whether it be through credit courses or non-credit programs, conferences and institutes or combination of these (University of Chattanooga).
3. Any educational activity which follows the point at which the individual had considered his education terminal and which he pursues as an adult. An adult may be defined as anyone over 16 or who has completed high school (Rochester Institute of Technology).
4. A program which allows the intellectually qualified high school graduate of any age to enroll in part or full time study which may or may not lead to a degree (Cleveland College of Case Western Reserve University)
5. Any process by which men and women (either alone or in groups) try to improve themselves by increasing their skill, their knowledge, or their sensitivity; or the process by which individuals or organizations try to improve men and women in these ways (Cy Houle) - (University of Illinois).
6. A course, conference, institute and/or workshop designed to keep a college graduate abreast of the developments in the field of his interest or a related field (Drexel Institute of Technology).
7. Credit courses day and evening, non-credit courses, conferences, institutes, theater programming, publications, radio, TV, etc. which focus on the part-time student and adult (University College of Syracuse University).
8. Continuing Education is a series of learning situations aimed at solving problems recognized by the learner as needing solutions. This includes both formal and informal experiences moving a person from where he is in the direction of some desired goal. (Drake University)
9. All experiences which enrich the quality of the individuals' thought, performance and perspective is appropriate to our notion of Continuing Education. (The New School)
10. The provision of a means for the continued pursuit of learning-via non-degree, degree and non-credit (The American University).

III. FEES

I. Is there a fee differential between day and evening classes? 51 YES 53 NO

II. If so, what is the justification?
1. Day students have services and facilities not available to evening students 15 .
2. The overhead is not quite as extensive and we have paid the Evening Division faculty lower salaries.
3. Teachers are, for the most part, part-time; evening students do not enjoy the fringe benefits of day students.
4. The cost of day instruction is greater.
5. Evening classes in our institution have higher tuition rates-evening classes are financially, self-supporting (University of Kentucky, Trenton State College, Newark State College)
6. Amortization of capital investment not charged against Evening College (Drexel Institute of Technology).
7. Competition in the evening with other institutions 6 .

Examples of Comparative Day and Evening Tuition

	Part-time Day	Part-time Evening	School
1.	$40 per sem. hr.	$35 per sem. hr.	Centenary College
2.	$1400 (full-time)	$30 per hr.	LaSalle College
3.	$80 per hour	$40 per hr.	Washington University (St. Louis)
4.	$12.50 per hour	$14 per hour	University of Kentucky

(Cont'd.)	Part-time Day	Part-time Evening	School
5.	$40 per sem. hr.	$30 per sem. hr.	University of Chattanooga
6.	"Range" scale	$15 per sem. hr.	University of Illinois
7.	$45 per hour & Inst.fee	Institution fee & $25	Drexel Institute of Technology
8.	$50 per sem. hr.	$22 per sem. hr.	Loyola University (New Orleans)
9.	-----	$13 per sem. hr.	University of Minnesota
10.	$45 per sem. hr.	$16.67 per sem. hr.	Bryant College
11.	$80 per sem. hr.	$30 per sem. hr.	Johns Hopkins University
12.	$53 hr.	$37 hr.	Metropolitan College (St. Louis)

III. What are your refund policies?

1.	Percentage refund with first week only	7 .
2.	Percentage refund within two weeks	13 .
3.	Percentage refund within three weeks	11 .
4.	Percentage refund within four weeks	11 .
5.	Percentage refund within five weeks	15 .
6.	Percentage refund within six weeks	6 .
7.	Percentage refund within seven weeks	1 .
8.	Percentage refund within eight weeks	7 .
9.	Percentage refund within nine weeks	2 .
10.	Percentage refund 1/3 or 1/2 of term	4 .
11.	No refund after classes begin	4 .
12.	No other policies or listed as "same as for day students"	20 .

EXAMPLES OF REFUND POLICIES:

1. No refund after the beginning of the second week of classes.
2. First two weeks-80%; second two weeks-60%; third two weeks-40%; fourth two weeks-20%, 4 schools .
3. First week-90%; two weeks-80%; three weeks-70%; four weeks-50%; five weeks-30%; six weeks-10%.
4. 10% of charges are refunded for each week up to tenth week.
5. Generally full refund.
6. If a student withdraws after the beginning of a class, he forfeits 12 1/2% of his fees for each 1/6 of the class offered to date. No refund is given after the middle of the course.
7. First five days of classes-100%; five to ten days-50%; after-0%.
8. No refunds once classes have begun.
9. Full reimbursement up to third week of classes, none later.
10. a) Mail registrants who withdraw prior to regular registration receive full refund minus $5 processing fee;
    b) Withdrawal prior to deadline (second week) may receive 75% refund. No refund later.
11. Drop within two weeks-25% refund.
12. No refund after first week of classes.
13. First week-100%; second week-60%; third week 40%; fourth week-20%.
14. 100% before classes; 60% during first 1/3 of term; 30% to first 1/2 of term.

IV. FACULTY AND FACULTY RECRUITMENT

I. Do you have a policy regarding the percentage of faculty for evening classes that are full-time faculty members?

YES	NO
20	85

Approximately what percentage are full time?

0 - 24%	25 - 40%	45 - 60%	65 - 80%	85 - 100%
15	26	21	14	26

II. Recruitment

A. Who has the final authority for hiring full and/or part-time faculty members for evening classes in your institution?

Full-time	
Dean and/or Director	37
President or Chancellor	5
Vice-President for Academic Affairs	4
Department Chairmen	27
Both the Chairmen and Dean or Director	14
Dean of Day College	14
Committee on Faculty Appointments	2

Part-time	
Dean or Director of Evening Division or College	12
Same as for full-time faculty	90

B. Can you as Director of the evening division or college, reject a faculty member who has been assigned to teach evening classes?

YES	NO
67	30

C. Do you employ any full-time faculty members who teach exclusively in the evening?

YES	NO
30	76

Schools employing full-time faculty members in the evening

1. LaSalle College (2 only)
2. University of Illinois
3. Old Dominion College
4. Brooklyn College of City Univ. of N.Y.
5. Drake University(College of Business-20%)
6. Cleveland Coll. of Case West. Reserve Univ.
7. Drury College
8. Loyola Evening College (Baltimore)
9. St. Joseph's College
10. Rutgers University
11. Loyola University (New Orleans)
12. Manhattan College
13. Pace College
14. New York University(School of Continuing Educ.)
15. Bronx Community College
16. University of Minnesota
17. C. W. Post College
18. Rockford College
19. City College of New York (42)
20. University of Southern Mississippi
21. University of Bridgeport
22. DePaul University
23. University of Maryland
24. East Tennessee State University
25. University of Richmond (Evening College)
26. University of Tennessee (Knoxville)

If so, are they responsible to you as Director or Dean of the evening division or College?

YES	NO	PARIALLY
20	5	5

D. Can you as evening Director (or Dean) engage an instructor without the consent of the department head if this person refuses to staff these classes?

YES	NO	Would prefer not to
48	37	10

E. Do you hold regular faculty meetings with your evening faculty?

YES	NO
46	56

If so, when are they held?

1. Once each semester or quarter	24	3. Before classes begin	5
2. Once a year	13	4. First week of classes	1

OTHER

1. Dinner meetings (LaSalle College)
2. As appropriate (University of Illinois, Roosevelt University, University of Cincinnati)
3. Late afternoons (University of Toronto)
4. Four times a year (School of Continuing Education & Extension Services-New York University)
5. First night of classes each evening (Roanoke College)
6. Twice a month (afternoons) [University of Bridgeport, University of Richmond]
7. Regular evenings (Wayne State University, Dutchess Community College)

F. What are your policies regarding regular faculty members teaching credit or non-credit courses or participating in institutes, seminars and conferences as an overload?

No overload	Permitted	Occasionally	Restricted
21	63	3	15

Amount of overload permitted:

1. Limit of three (or four) semester hours (or one overload class) per semester (Quarter)	28
2. Limit of eight semester hours per year beyond normal schedule	3
3. Two nights a week (six semester hours) in evening division	2
4. Consent of Academic Dean or Department Head	10
5. One overload class allowed each year	2
6. Amount received cannot exceed 20% of regular salary	1
7. Six hours of credit may be taught as an overload each year	3
8. Limited to no more than one day a week consulting, interpreted to mean a maximum of two evenings a week teaching-three periods an evening	1
9. As overload, we pay $500 per three semester hour course-if they teach at night as part of their regular load, they are not paid extra	1
10. They receive extra compensation by academic rank	22

V. SCHEDULING

I. Are you, as Dean or Director, responsible for the evening class schedule in your institution?

YES	NO
85	19

II. If not, who is responsible?

A. Registrar	4	C. University Administration	4
B. Department Heads	5	D. Day Deans	2

III. What is the procedure for compiling the evening class schedule in your college or university?

1. Department heads (or schools) submit evening class schedule for approval by the Dean or Director who may make revisions. 43
2. Schedule is based on the needs of the students and requirements of the curricula. 14
3. The registrar requests schedules-submits to evening division or University College for approval. 9
4. The evening class schedule is planned by the Director (s) or Dean or College and then it is submitted to departments for staffing and/or approval. 18
5. Courses are scheduled in cycles over the years to enable adults to meet degree requirements-schedule is revised only when necessary. 6
6. Past schedules are carefully checked to see what courses materialized and what courses are needed to meet the curricula requirements and student needs. 10

Remarks

1. An attempt is made to regularly cycle some offerings so as to permit the earning of a degree through evening classes (Marquette University).
2. Our program administrator or department head turns in "room cards" requesting space for his classes and sections of classes at the same time that he turns in bulletin copy. This "schedule" is subject to revision through negotiations between my office and the program administrator when space is not available either inside the university or in rented space outside. The availability of classrooms inside the university is a complex problem because of the number of schools using the same buildings. As a consequence, over the years, basically a "Quota" system has developed so that a school can expect to have for a semester the same number of rooms at the same time that it had one year before. (School of Continuing Education and Extension Services of New York University)
3. It is prepared by the Director in March and submitted to the faculty and students for suggestions. (Loyola University, New Orleans)
4. The schedule is constructed with regard to previous experience, anticipated student demand, staffing considerations, course sequence, facility availability, etc. We make an effort to balance evenings and periods to facilitate student movement. (Johns Hopkins University)
5. Offerings come to the Director of the Evening Session through the Deans and Registrar. He makes up the final schedule. (St. Bonaventure University)
6. A matrix system is used to spread "core" and "required" courses over the evening. (University of Richmond)
7. The schedule is evolved over many years and is revised only insofar as necessary to make it possible for degree or diploma students to schedule their classes on the most convenient nights (Rochester Inst. of Tech.)
8. The Registrar requests schedule for the entire year, both day and evening. The evening schedule is then sent to University College. While the original schedule is compiled by the department chairmen, it is subject to approval by the Dean. (Hofstra University)
9. College catalog made up in February or March before coming academic year. The schedule for fall courses is made up then and printed with the catalog, distributed in April or May. Therefore, we need six months or more for a new course or a change of course-and a change in the schedule. (St. Joseph's College)
10. Area program administrators do initial work in consultation with other deans and department chairmen-schedule is assembled by Director of Evening Classes Division. (University College of Syracuse University).

IV. Do you as Dean or Director have the authority to revise or make additions to the evening class schedule?

80	11	12
YES	NO	With consultation

V. Are your three-hour classes schedule one night 21 two nights 16 or both 30 each week?

In your opinion, which is preferable 20 (One night), 22 (Two nights), 20 (Both, depending on subject).

VI. Research

The Research Committee of AUEC is interested in any research projects in adult education which have been completed, are in progress or are planned for the near future. Do you have any research projects completed or in progress at your institution? 24 YES 70 NO

	SCHOOL		TOPIC
1.	LaSalle College	1.	Only statistical materials relative to our own situation in academic performance, retention, withdrawals, etc.
2.	Washington University (St. Louis)	2.	Available later in the year.
3.	University of Cincinnati	3.	Ph.D. thesis-Gail Nelcamp
4.	Hofstra University	4.	Study on correlation between admission advisement test and student achievement is planned.
5.	Brooklyn College	5.	We regularly conduct the variety of institutional research projects.
6.	Brigham Young University	6.	A survey was made in 1964 regarding our evening students.
7.	St. Joseph's College	7.	There is a continuing study on admissions-to find out if the adult, or the younger student, according to, or in spite of, his high school grades does better in evening college. Remember, we accept on the high school record. Results so far continue to indicate that the age of the student, i.e., the number of years out of high school, is a better presage of his success than recent graduation.
8.	University College of Syracuse University	8.	One staff member is about to do a doctoral dissertation on the attitude of faculty toward Continuing Education.
9.	Marquette University	9.	Doctoral dissertation underway which will explore the desirability and feasibility of offering unique adult degree programs at Marquette University.
10.	New York University-School of Continuing Education and Extension Services	10.	"A History of the Division of General Education, New York University-1934-1959"-Ed.D. Thesis submitted by Anne Freidus "Patterns of Educational Use of a Televised Public Affairs Program-A Study of METROPOLIS: Creator or Destroyer"--sponsored by the University Council on Education for Public Responsibility. Study Director: Harry L. Miller "New York University's Harlem Seminars"--a narrative account of a Title I (Higher Education Act of 1965) project under the direction of Harry L. Miller. "Survey of University Adult Education in the Metropolitan Area of New York" A study made possible by a grant from the Fund for the Advancement of Education, The Ford Foundation under the direction of Mrs. Caroline Ellwood. "An Evaluation of the MIND Adult Education Center of West 114th Street in Harlem" An evaluation of a novel attempt at prevocational basic education for residents of 114th Street between 7th and 8th Avenues by MIND, Inc. a subsidiary of Corn Products Corporation.

(Continued)

	SCHOOL		TOPIC
11.	DePaul University	11.	Various ad hoc committees are constantly being appointed to research particular phases of adult education.
12.	Drake University	12.	A study of students registered in the fall of 1967 who did not continue in the spring of 1968 was undertaken.
13.	Nassau Community College	13.	Cooperative Opportunity in Public Education (COPE)
14.	Virginia Commonwealth University	14.	We make simple studies from time to time usually with reference to students in the Evening College and Summer School Classes.
15.	East Tennessee State Coll.	15.	We plan to conduct a study comparing day and evening classes for procedures and results.
16.	Suffolk University	16.	The Associate Dean of the Evening Division is presently conducting a long-range Planning Study that includes both day and evening divisions.
17.	New Haven College	17.	Survey in Groten and Waterbury area for additional course requests in our already existing extensions.
18.	The American University	18.	Various projects through out Labor Studies Center.
19.	University of Denver	19.	The Office of Continuing Education at the University of Denver plans to cooperate with other schools in the Denver area on a project sponsored by the Adult Education Council of Metropolitan Denver which obtains information on enrollment trends.
20.	University of Southern California	20.	We envision some studies on the use of TV in achieving economy efficiency relating goals and in teacher education and in extending off-campus "in-plant."
21.	City College of New York	21.	We are anxious to hear about "attitude" and "motivation" tests. Motivation seems to be a very important factor in determining success. High school average and "aptitude" tests do not predict well enough.
22.	Orange County Community College	22.	A five year prediction of Continuing Education Programs at Orange County Community College.
23.	Thomas More College	23.	Completed a minimal Level Research Study for high attrition rates among Evening and Saturday Division Students.
24.	Case Western Reserve University	24.	We are researching the mature woman student who has returned to the classroom after an absence of several years. We are also researching the "Dismissed" students to determing failure factors.
25.	Drury College		[NO TOPICS LISTED]
26.	University of North Carolina		
27.	Newark State College		
28.	University of Tennessee (Knoxville)		

VII. How do you compare your day and evening classes in terms of quality?

78	18	10
Equal	Equal or Better	More variability

VIII. Are your part-time evening students eligible for the Dean's List?

53	50
YES	NO

If so, how many hours are required for eligibility?

(continued on page 25)

DEAN'S LIST:

	School	Hours Required	Grade Point Average
1.	University of Cincinnati	6 credits	3.50
2.	Bloomfield College	6 sem. hrs.	3.20 honors, 3.60 high honors
3.	Drexel Institute of Technology	6 1/2 quarter hours	3.50
4.	Manhattan College	8 credits	3.00
5.	St. Francis College	8 hours	3.00
6.	Thomas More College	8 credit hours	3.50 (separate Director's List)
7.	Drury College	8 hours	3.30
8.	Loyola University (New Orleans)	9 hours	3.00
9.	Loyola Evening Coll.(Baltimore)	9 semester hours	"B" average in all courses
10.	Boston College	9 hours	82% or above
11.	Suffolk University	9 hours	3.00
12.	Columbia Univ-Sch. of Gen.Studies	9 points in 3 Lib.Arts subjects	13.10
13.	Philadelphia Coll. of Textiles and Science	9 hours	3.33
14.	Hofstra University	12 credits for year	3.30 (Honors List for part-time students)
15.	Rutgers Univ (University College)	12 hours	1.90
16.	Pierce Junior College	12 sem. hrs.	3.50
17.	Nassau Community College	12 hours per year	3.25
18.	Washburn Univ. of Topeka	12 hours	2.00
19.	University of Tennessee(Knoxville)	12 hours	3.00
20.	Polytech Institute of Brooklyn	12 credits per year	3.00 (separate list for evening)
21.	Rochester Institute of Technology	12 hours per year	3.20
22.	Cleveland College of Case Western Reserve University	15 hours	3.00
23.	St. Joseph's College	30 credits	"B" average in term
24.	Old Dominion College (Honor Soc.)	18 hours	3.50
25.	University of Maryland	15 sem. hours	3.50
26.	Brigham Young University	45 hours (Magna cum laude, cum laude)	3.80-Magna cum laude;3.50-3.79-cum laude
27.	University of S.Calif (Univ. Coll.)	Varies by schools	Varies by schools
28.	Sir George Williams University	30 sem. hours (no "F's")	3.00
29.	University of Southern Mississippi	15 quarter hours	3.25
30.	City College of New York	32 hours or more	3.20

VI. GENERAL

I. Is your institution participating in any of the following innovative practices?

A. Offering credit and/or non-credit courses in "store front" locations off-campus for economically deprived populations?

YES	NO
17	90

Courses and Programs

1. We are about to offer some non-credit courses in this area. (University of Cincinnati)
2. Several proposals pending. (University of Illinois)
3. Informal tutorial work is done. (Loyola Evening College, Baltimore)
4. Yes, if you mean this broadly as in the ghetto or appropriate location. (Univ. College of Syracuse University)

Courses and Programs (continued)

5. Offering tutorial and remedial programs on campus. (Rutgers University)
6. One of the reports submitted describes an attempt at non-credit courses for economically deprived students in off-campus locations. These courses worked out fairly well, but it was difficult to see which way to follow this up as satisfactorily as we had been able to follow up offering on-campus special courses. (School of Continuing Education and Extension Services-University of New York)
7. No, however, we are doing a big job in libraries and schools. (C. W. Post College)
8. Now in the planning stages with A.I.C. (Bryant College)
9. Under discussion. (Miami-Dade Junior College)
10. We do have scholarship assistance for those who can handle our regular program. (Suffolk University)
11. Head Start and Upward Bound Programs. (Roanoke College)
12. A tutorial project staffed by volunteer tutors (for most college students) and operating 10 ghetto locations-is partially administered by the Evening College. This is an O.E.O. funded project. Students being tutored are elementary and secondary school students. (University of Akron)
13. Special tutorial projects, Social Action Institutes, Urban Semester programs, and Medical program in Watts. (University College of the University of Southern California)
14. Once a year 40 students are selected at random from those anticipating graduation in the next 12-18 months. (Rockford College)
15. Four major off-campus locations, and use a collegiate bus. (Orange County Community College)
16. Non-credit courses offered in converted elementary school in urban area. (Thomas More College)

B. To what extent do students at your institution participate in any discussions regarding academic program?

Considerably	Limited	No participation
29	29	42

How do they participate?

1.	Students are included on the Academic Affairs Committee, Curriculum Committee, or Senate and/or on many of the major standing committees of the faculty.	25
2.	Through extensive questionnaires, surveys and individual conferences.	3
3.	Through Evening Students' Honor Society.	2
4.	Representation on Continuing Education or Evening Division Committee or Council (policy-making)	6
5.	Student-faculty Relations Committee discusses academic programs.	3
6.	Students have Academic Affairs Committee.	3
7.	Students participation under consideration by faculty.	3

Individual responses

1. Student members participate along with day faculty and evening administrators in the Committee on Academic Policy. (Washington University, St. Louis)
2. Unable to organize an Evening College student government which would be representative of the student body. At present, the Evening College Honors Society at its regularly scheduled meetings provides this liason. (Old Dominion College).
3. Student Council (evening students) now in operation ten years. College (day) has campus-wide discussions this year. (St. Joseph's College)
4. The student senate sponsors teacher's evaluation questionnaire. The President of all student organizations, senators and other student leaders meet monthly with the President, Dean of Students, Dean of Continuing Education, etc., for a dinner meeting and discuss school problems. (University of Tulsa)
5. We always encourage student reactions to programs students desire. We conduct student surveys from time to time on various questions. (Johns Hopkins University)
6. Candidates for graduation make suggestions for future evening schedule. (Loyola University, New Orleans)

Individual Responses (continued)

7. In short order, we should have two students on our Committee on Instruction-the policy board for curriculum. (Columbia University)

8. We do have a student-faculty Relations Committee made up of matriculated and non-matriculated students and full and part-time faculty. Several ad hoc committees of the standing committee are examining the academic programs. (Manhattan College)

C. What other innovative practices are used at your institution?

1. Those determined through meetings with students (forum hours) and instructors. (LaSalle College)
2. Special non-credit programs and electronic-media. (University of Illinois)
3. a. University scholarships for part-time students.
   b. Scholarships for Negro adult students. (Hofstra University)
   c. Credit by examination.
4. College-for-a-day program for adults (Hofstra University)
5. Much emphasis on leadership development through co-curricular and extra-curricular activities (Drexel Institute of Technology)
6. a. Faculty participation for part-time faculty. Although formal votes in our faculty meetings mus, according to the University by-laws that control all of the faculties, be restricted to full-time faculty with.... rank, all part-time faculty are invited to faculty meetings and may otherwise hold offices in the faculty.
   b. The various programs have appointed or elected faculty "ombudsmen" to whom the student can, anonymously and without prejudice, bring complaints or problems. Similarly, there is a faculty ombudsman for full-time faculty and also one for part-time faculty.
   c. A Newsletter (Continuing Education) is published eight times a year for circulation to faculty and students.
   d. A "house organ" called "School Notes" is circulated at irregular intervals to administrators and office staff of the school. Mailing list: 172.
   e. "Library Notes"-reviews of significant books or articles-is circulated at irregular intervals to administrators and full-time faculty.
   f. A Program of Special Events-lectures, musical or dance performances, Colloquia, art film discussions, poetry readings, happenings-is announced through the Newsletter, in the University "house organ" mailed to all administrators and faculty, and in the city newspapers and on radio stations. During the current year, this will mean that approximately 50 events will be open to faculty and students of our School, other schools of the University, and to the general public, without charge.(School of Con. Educ. & Exten.Ser.,New York Univ.)
7. Evening College faculty professional committee sponsors seminars for full and part-time faculty concerned with various aspects of increasing effectiveness. (Texas Christian University).
8. On the College Council (supreme body, under the President and Trustees) are four students (two from day college, two from evening college); 20 students sit on the general college assembly (10 day and 10 evening). (St. Joseph's College)
9. a.] Intersession Summer Programs, June 10-July 10; b.] Black history and Sociology problems taught by Negro scholars; c.] Projected degree programs for adults; d.] Projected cooperation with independent Continuing Education projects in Southern California in non-credit liberal arts discussion programs; e.] Television education-public relations programs; f.] Excellence in Teaching Awards Programs; g.] Numerous special conferences and institutes; h.] Overseas programs for regular students and military persons and dependents; i.] Alumni Continu-Education programs. (University College of the University of Southern California)
10. Special mini-grants up to $200 are available to any instructor who has some teaching innovation he wishes to try. (University of Tennessee, Knoxville)

Innovative practices (continued)

11. "Two Platoon System"-use of classrooms for two courses in evening. (Northeastern University)
12. Use schedule block courses during the daytime in our Women's Program, etc. (Orange County Community College)
13. Evening Division newspaper, summer session informals for the faculty and students. (Neward State College)
14. Day program degree totally by examination-no credits or grades. (The New School)
15. Special and new credit degrees: Urban Affairs (Undergraduate & graduate), Master of Liberal Studies. (Boston University-Metropolitan College)
16. LTV courses for credit on commercial stations. Residential center 90 miles from campus. (Drury College)
17. We have just introduced a new Freshmen Studies Program. (Cleveland College of Case Western Reserve University)
18. We are just beginning to use closed circuit TV, both day and evening. We have an IBM 1500 Computer available to all, but specifically for students of the National Tech. Inst. for the Deaf. (Rochester Instit. of Technology)
19. Extension center at Fort Polk, (McNeese State College, Louisiana).
20. Honors students may participate in non-credit courses. (University of Toledo)
21. Our program is essentially one offering credit courses to be applied toward degrees and certificates. We are moving heavily into the area of graduate degrees and work because we feel that this is the area where we can make the greatest contribution in our geographic area. (Johns Hopkins University)
22. Five classes by educational television-from 500 to 600 adults students attending classes on Saturday mornings, a few drive in and take Friday night class also). (Virginia Commonwealth University)
23. Have joint program at Kingsport involving the University of Tennessee. (East Tennessee State University)
24. We are expanding Committee participation, plan weekly open meetings with President, Vice-President and department Chairmen. (University of Tampa)
25. Interdisciplinary Senior Honors Program; also students are placed in Social Work Agencies as part of Field experience work. (Suffolk University)
26. Open House Workshops for Library administrators; day classes designed for adults. (Springfield College, Mass.)
27. Calculus and Physics studied together for half a night each, twice a week. (Western New England College)
28. We have recently initiated a Developmental Studies Program (both remedial and tutorial) for college students from disadvantaged backgrounds who have had or who are anticipating academic difficulty. (University of Akron)
29. Law students are participating as recorders and advisers for Model City residents committees. (University of Denver)
30. Older matriculated students are counselling the younger matriculated and non-matriculated students on academic, job and personal related problems. (Manhattan College)
31. Off-campus and Saturday classes for Law Enforcement personnel. (Bryant College)
32. Masters degree program in the area of Liberal Arts offered in the evening. (Indiana Central College)
33. Numerous community oriented programs have been conducted. (DePaul University)
34. We have a weekly television"Junior College Forum" which from time to time features the Division of Special Programs. (Miami-Dade Junior College)
35. Eight-week terms at military centers. (University of Maryland)
36. Model Cities Leadership, New Careers with deferred credit and Art for Deprived Children conducted in neighborhood centers. (Drake University)

II. In general, do you feel that your evening division is receiving adequate support (in terms of adequate stress and financial support) in comparison with the day program?

62	38	7
YES	NO	Limited

	YES	NO
Does your administration recognize the need and the importance of your adult education program?	80	26

Comments

1. In a small liberal arts college, funds are limited.
2. Almost all of the emphasis is placed on the day program. I fear that I have not been able to impress certain top administrators with the importance of the program.
3. The Board of Trustees is especially interested in the program.
4. Higher salaries for part-time instructors will help, but college funds are inadequate.
5. There are some areas in which we could use more support. We need more administrative service offices open during evenings for students.
6. The administration recognizes - the faculty "no".
7. Our President advocates 1) Scholarship, 2) research, 3) community service, as major roles of the University. The latter, of course, is primarily our operation.

III. To whom are you as Director or Dean of the Evening Division, school or college, responsible?

President or Chancellor	28	Vice-President or Vice-Chancellor of the Univ.	6
Dean of Academic Affairs, Academic Vice-President or Provost	44	Dean of the College	4
		Dean of Instruction or of the Faculty	5

Other:

1. Dean or Director of University Extension	5	4. Dean of Humanities	2
2. Dean of Continuing Education	2	5. Dean of A & S or Liberal Arts	3
3. Vice-President of Continuing Education	1	6. Vice-Pres. for Regional Campus Adm.	1

IV. What audio-visual and other technical instructional aids are used in your division or college of Continuing Education?

Most all schools have the usual audio-visual aids available for evening instruction. A few schools have closed-circuit television, various projectors are used. Two schools had unusual facilities and programs:

1. New York University-Sch. of Continuing Education and Extension Services: Courses offered over commercial television, appearances on a series of programs over television and radio for public relations and information (about 200 a year), closed-circuit television for teacher training, television film and radio facilities for professional instruction, film projectors, slide projectors, opaque projectors, overhead projectors, our own course materials reproduced on Xerox, mimeo., etc., as well as traditional aids.
2. Roanoke College: Closed-circuit TV, educational TV, movies, drama, string overhead usage; models, slides; maps, globes, etc.

VII. STUDENT RECRUITMENT

I. Publicity

	Much	Limited	Very Little	None
A. Newspaper	85	1	-	2
B. Radio	30	4	1	20
C. Television	20	4	3	25

II. Public Relations - Special Motivational Appeals Developed For -

	YES	NO	Limited
A. Industry	30	6	6
B. Organizations			
1. Chambers of Commerce	10	25	5
2. Clubs (Kiwanis, Rotarians, etc.)	12	50	3

Colleges and Schools Responding to Survey

University of Akron, Akron, Ohio
American International College, Springfield, Mass.
The American University, Washington, D. C.
Babson Institute, Babson Park, Michigan
Bloomfield College, Bloomfield, New Jersey
Boston College, Chestnut Hill, Mass.
Boston Univ-Metropolitan College, Boston, Mass.
University of Bridgeport, Bridgeport, Conn.
University of British Columbia, Vancouver, B.C.
Bronx Community College, Bronx, New York
Brooklyn College of the City University of New York, Brooklyn, New York
Brigham Young University, Provo, Utah
Bryant College, Providence, Rhode Island
Carnegie-Mellon University, Pittsburgh, Pa.
Centenary College of La, Shreveport, Louisiana
University of Chattanooga, Chattanooga, Tenn.
The Citadel, Charleston, S. C.
Columbia University, New York, New York
Community College of Baltimore, Baltimore, Md.
C. W. Post College, Brookville, Long Island, N.Y.
DePaul University, Chicago, Illinois
Drake University, Des Moines, Iowa
University of Denver, Denver, Colorado
Drexel Institute of Technology, Philadelphia, Pa.
Drury College, Springfield, Missouri
Dutchess Community College, Poughkeepsie, New York
East Tennessee State Univ, Johnson City, Tennessee
Sir George Williams Univ, Montreal, Canada
Harvard University, Cambridge, Mass.
Hofstra University, Hempstead, New York
University of Illinois, Urbana, Illinois
Iona College, New Rochelle, New York
Iowa State University, Ames, Iowa
Indiana Central College, Indianapolis, Indiana
The Johns Hopkins University, Baltimore, Md.
University of Kentucky, Lexington, Kentucky
LaSalle College, Philadelphia, Pa.
Louisiana State University, Baton Rouge, La.
Louisiana State University New Orleans, N.O., Louisiana
University of Louisville, Louisville, Kentucky
Loyola Evening College, Baltimore, Maryland
Loyola University, New Orleans, Louisiana
Loyola University, Chicago, Illinois
Manhattan College, Riverdale, New York
Marquette University, Milwaukee, Wisconsin
University of Maryland, College Park, Maryland
McNeese State College, Lake Charles, Louisiana
Memphis State University, Memphis, Tennessee
St. Louis University, St. Louis, Missouri
Miami-Dade Junior College, Miami, Florida
State University of New York at Buffalo, New York
Milliken University, Decatur, Illinois
University of Minnesota, Minneapolis, Minnesota
University of Southern Mississippi, Hattiesburg, Miss.
Nassau Community College, Garden City, New York
New Haven College, New Haven, Connecticut
The New School, New York, New York
Newark College of Engineering, Newark, New Jersey
Newark State College, Union, New Jersey
New York University, New York, New York
University of North Carolina, Chapel Hill, North Carolina
Northeastern University, Boston, Massachusetts
Northern Illinois University, DeKalb, Illinois
Northern Virginia Community College, Bailey's Crossroads, Va.
Northwestern University, Chicago, Illinois
The Ohio State University, Columbus, Ohio
Orange County Community College, Middletown, New York
Old Dominion College, Norfolk, Virginia
Pace College, New York, New York
Purdue University, Calumet Campus, Hammond, Indiana
Philadelphis College of Textiles and Science, Pennsylvania
Pierce Junior College, Philadelphia, Pa.
Polytechnic Institute of Brooklyn, Brooklyn, New York
Queensborough Community College, Bayside, New York
University of Richmond, Richmond, Virginia
Roanoke College, Salem, Virginia
Rochester Institute of Technology, Rochester, New York
Rockford Evening College, Rockford, Illinois
Roosevelt University, Chicago, Illinois
Rutgers University, New Brunswick, New York
St. Bonaventure University, St. Bonaventure, New York
St. Francis College, Brooklyn, New York
Southern Connecticut State College, New Haven, Conn.

Colleges and Schools Responding to Survey

St. Joseph's College, Philadelphia, Pennsylvania
University of Southern California, Los Angeles, California
Springfield College, Springfield, Mass.
Suffolk University, Boston Massachusetts
Syracuse University, Syracuse, New York
University of Tampa, Tampa, Florida
University of Tennessee, Knoxville, Tennessee
Texas Christian University, Fort Worth, Texas
Thomas More College, Covington, Kentucky
University of Toledo, Toledo, Ohio
University of Toronto, Toronto, Ontario
Trenton State College, Trenton, New Jersey
The University of Tulsa, Tulsa, Oklahoma
Virginia Commonwealth University, Richmond, Virginia
Washington University, St. Louis, Missouri
Washburn University, Topeka, Kansas
Wayne State University, Detroit, Michigan
Western New England College, Springfield, Mass.
College of William and Mary, Williamsburg, Virginia
University of Windsor, Ontario, Canada

THE UNIVERSITY OF AKRON, Akron, Ohio

Evening College

Total enrollment 14,500
Evening Enrollment 5,300, non-credit 1,700+

Public Institution
Quarter System

I. Admission Policies

Deadline for application for admission to evening classes is about two weeks prior to registration. Students who register without transcripts are classified as "pending" until transcripts are received. Non-matriculated students may take a maximum of 15 quarter hours. Admission requirements for special students are recommendation of his Dean that experience qualifies him to take certain courses; regular students must be high school graduates; submit ACT or CEEB scores; or be in good academic standing at the last college attended. Mail registration is used. Students must maintain a 2.0 GPA to remain in good standing. There is no special degree program for adults. Admission Polices are set by the Undergraduate Admissions Committee of the University Council—the Evening College Dean is a member. There is an orientation for evening students.

II. Terminology

Title of Division: Evening College, defined: The Evening College administers the operation of the academic programs of the several degree granting colleges within the University which occur after 5 p.m., the term "College" implies that it is possible to obtain a degree by going evenings only. Continuing Education is a life-long process of study by adults utilizing periodic learning experiences supported by University resources and within a University environment featuring program and patterns designed (not adapted) for adults and taught by faculty familiar with adult student needs.

III. Fees

There is no fee differential between day and evening classes.

IV. Faculty and Faculty Recruitment

80% teaching evening classes are full time. Final authority to hire full-time faculty members lies with the Dean of the College in which he will teach; part-time evening faculty are hired by the Dean of the Evening College after academic screening by the Dean of the College in which the course he will teach is offered. The Dean of the Evening College may reject a faculty member assigned to teach evening classes. Faculty meetings are held once every quarter with part-time faculty members teaching evening classes. Faculty members are permitted to teach overloads if it is done with the knowledge and consent of the Dean involved.

V. Scheduling

The Dean of the Evening College is responsible for the evening class schedule and has the authority to revise it. Three credit hour courses are scheduled two nights a week. Day and evening classes are equal in terms of quality. Part-time evening students are eligible for the dean's list only if they carry 12 quarter hours per term with a GPA of 3.25 or better, most evening students do not take that many courses.

VI. General

Tutorial projects are staffed by volunteer students and faculty in 10 ghetto areas and is sponsored by OEO. Several students participate in discussions regarding academic program through standing committees of the University Council. The evening division is receiving adequate support. The Dean of the Evening College is responsible to the Vice-President for Academic Affairs. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper and radio publicity are used. Special motivational appeals have been developed for Industry and Civic Organizations.

AMERICAN INTERNATIONAL COLLEGE, Springfield, Mass.
Evening College

Total Enrollment 1,760 day
Evening Enrollment 1,075 evening
off-campus 500

Private Institution
Semester System

I. Admissions Policies

Deadline for application for evening classes is about two weeks prior to registration. Students may register for credit courses without transcripts. Non-matriculated students may take a maximum of 18 semester hours. Admission requirements are high school graduation and in some cases specific course requirements. Mail registration is used. There is an annual review of each students records and an interview with each student whose record is unsatisfactory. There is no special degree for adults. Admission policies are set by the day school faculty. Day and evening students may register in the same classes with permission. Orientation for evening students is held a week before classes start.

II. Terminology

Title of Division: Evening College, defined: College which offers only on-campus evening credit courses.

III. Fees

Tuition fees are the same for day, evening, graduate and undergraduate courses. Refunds are made on a graduation percentage basis.

IV. Faculty and Faculty Recruitment

62% teaching evening classes are full time. Final authority to hire faculty liew with day school department chairmen, although some hiring is done by the Dean of the Evening College. The Dean of the Evening College can engage an instructor with out the consent of the department chairmen. No regular faculty meetings are held. Faculty members are limited to one overload course per semester; non credit courses, conferences, etc., do not count.

V. Scheduling

The Dean of the Evening College is responsible for the evening class schedule, and has the authority to revise it. Three credit hour courses are scheduled one night a week. Day and evening classes are equal in terms of quality. There is no Dean's List for evening students, there is an honor society: Alpha Sigma Lambda.

VI. General

Special courses for economically deprived populations are being planned. Students participate in discussions regarding academic programs through the Evening Student Council. The evening division is receiving adequate support. The Dean of the Evening College is responsible to the President of the College. Audio-visual instructional aids are available for use in evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for Industry.

THE AMERICAN UNIVERSITY
Washington, D. C.
College of Continuing Education

Total Enrollment 4,800 off-campus
4,200 on-campus

Church-related Institution
Semester System

I. Admission Policies

There is no deadline for application for admission for non-degree or special students; regular students must apply about four months prior to registration, if they are transferring from another college, two months prior. Non-degree may take a maximum of 30 hours. Admission requirements are at least 21 years of age and in good standing at college previously attended. Mail registration will be used in the future. Non-degree students are required to maintain a "C" average. ACT OR CEEB tests are required only of students applying for degree status. Degree Programs for adults are as follows: Bachelor of Science in General Studies, Master of Science in Teaching, B.S. in Law Enforcement and MS in Correctional Administration. Admission requirements are the same as other degree programs. Admission policies are set by the Admissions Committee. Day and evening students may enroll in the same classes. There is no special orientation for evening students it is included with the regular day program.

II. Terminology

Title of Division: College of Continuing Education, defined: A college designed to act as a link between the adult student and the University. CCE enables the adult student make maximum use of University facilities. Continuing Education, defined: The provision of a means for the continuing pursuit of learning--via non-degree, degree and non-credit programs.

III. Fees

There is a fee differential between on and off-campus courses because there is a lower overhead off-campus. Refunds are made on a graduated scale from the first six (6) weeks of classes.

IV. Faculty and Faculty Recruitment

There is no policy regarding the percentage of faculty for evening classes that are full-time faculty members. Final authority to hire evening faculty lies with the Dean of the College of Continuing Education. Recommendations regarding faculty are usually followed by Department Chairmen. No full-time faculty members teach exclusively in the evening. No regular faculty meetings are held.

V. Scheduling

The Dean of the College of Continuing Education is responsible only for the off-campus class schedule. The Dean of CCE has the authority to revise the schedule. Three credit courses are scheduled one night a week. Various research projects through the Labor Studies Center have been done under the TITLE I Project. Part-time evening students are not eligible for the Dean's List.

VI. General

In general, all evening divisions are not receiving adequate support. The Dean of the College of Continuing Education is responsible to the Provost. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for Industry and Organizations and is handled through the University Public Relations Department.

BABSON INSTITUTE, Babson Park, Mass.
CONTINUING DIVISION

Total Enrollment 834
Evening Enrollment 430

Private Institution
Trimester System

I. Admission Policies

Deadline for application for admission to evening classes is prior to start of classes. Students may register for credit courses in some case without transcripts. Students in the graduate school may take credit courses without matriculating. Mail registration is used. The special degree for adults: Master of Business Administration, with an enrollment of 430. Requirements for degree program are B.A. or B.S. with a 2.8 on a 4.0 basis. Admission policies are set by the faculty; and for non-matriculating or special students, the Dean of Continuing Education. Day and evening students enroll in the same classes on a very limited basis. There is no orientation for evening students.

II. Terminology

Title of Division: Continuing Division.

III. Fees

Day school tuition is $1,800; $150 per two courses; evening fees are $125 per course. Refunds are made on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

33% teaching evening classes are full time. Final authority to hire faculty lies with the Dean of Faculty. No regular faculty meetings are held. Overloads are not permitted on a credit or non-credit basis, to insure that faculty members do a good job for what they teach regularly.

V. Scheduling

The Registrar is responsible for the evening class schedule. 2 2/3 credit hour courses are scheduled two successive nights for 65 minute sessions for 16 weeks. There is no Dean's List for part-time evening students.

VI. General

The evening division is receiving adequate support. The Dean of Continuing Education is responsible to the President. Most audio-visual instructional aids are available but more are needed.

VII. Student Recruitment

Newspaper and radio publicity are used. Special motivational appeals have been developed for Industry and Civic organizations.

BLOOMFIELD COLLEGE
Evening College

Total Enrollment 1,100
Evening Enrollment 675

Private, Church-related Institution
Semester System

I. Admission Policies

Deadline for application for admission is approximately one month prior to registration. A maximum of twelve hours may be taken by non-matriculating students. Admission requirements are high school graduation and interest in field of study. Students must maintain 1.6 in freshman year; 1.8 in sophomore year; 2.0 in junior and senior years. There is no special degree program for adults. Admission policies are set by the Administrative Committee, composed of faculty members, as well as the Director of the Evening Division. Orientation for evening students is on the first night of classes each semester.

II. Terminology

Title of Division: Evening College, defined, adjunct of day college.

III. Fees

Evening students pay $40 per credit hour up to 12 hours and then are required to pay the same tuition as day students. Refunds are 80% first week of classes; 60% second week, 40% third week and 20% fourth week.

IV. Faculty and Faculty Recruitment

Approximately 90% teaching evening classes are fulltime. Final authority to hire evening faculty lies with the dean of the college. No regular faculty meetings are held. Faculty members teaching an overload are paid an additional stipend; however, this practice is not encouraged.

V. Scheduling

The Director of the Evening Session is responsible for the evening class schedule. Three credit hour classes are held two nights per week. Part-time evening students are eligible for the dean's list with 3.2 after completing six credit hours.

VI. General

Evening Division is receiving adequate support. The Director of the evening and summer session is responsible to the dean of the college.

VII. Student Recruitment

Newspaper publicity is used. Special motivational appeals have been made to industry, and organizations such as the Chamber of Commerce, clubs, etc,.

BOSTON COLLEGE
Evening College

Total Enrollment 9,972
Evening Enrollment 918

Private, Church-related Institution

I. Admission Policies

No deadline for application for admission, but entrance exam is required. Students may register without transcripts as "special students". There is no limit to amount of hours taken as a non-matriculating special student. Admission requirements are high school graduation or equivalent. Tests required for degree students: SCAT and Cooperative English/Reading Test. There is no mail registration. Student is required to maintain a "C" average or be placed on probation. At least a "C" average required for graduation. No special degree program for adults and is not considered. Admission Policies are set by Academic Senate. There are mixed classes of day and evening students. There is an orientation for evening students.

II. Terminology

Title of Division: Evening College of Arts and Sciences and Business. Continuing Education, defined: "would not only include Adult Education but also degree programs, courses for credit, etc.

III. Fees

Fee differential for day and evening students. Refunds depend on withdrawal date.

IV. Faculty and Faculty REcruitment

90% teaching evening classes are full-time faculty members. Authority to hire faculty lies with Department Chairmen and College Deans. No full-time faculty teach only in the evening. Most regular faculty teach in evening as an overload.

V. Scheduling

Dean responsible for schedule. One night three credit hour courses are preferable. Quality of day and evening classes (comment) "Their best and worst students are in the Evening College. Policy of "special students" makes low range possible." Part-time students are eligible for the Dean's List with 82% average or better after completing nine course hours.

VI. General

Evening College is receiving adequate support. Dean is responsible to Academic Vice-President. Newspaper publicity is used.

BOSTON UNIVERSITY, Boston, Mass.
METROPOLITAN COLLEGE

Total Enrollment 28,000
Evening Enrollment 3,500

Private Institution
Semester System

I. Admission Policies

There is a deadline for application for admission to evening classes. Students may register for credit courses without transcripts. Non-matriculated students may take an unlimited amount of credit courses. Admission requirements for special students is high school diploma; regular students, high school grades, SAT, and performance. Mail registration is used. Students must maintain a 2.0 for graduation. The Master of Liberal Arts is offered as a special degree for adults; 19 students are enrolled in this degree program. A "B" average or better is latter half of undergraduate program is required to enter. Admission policies are set by the Faculty Board of the College. Day and evening students may enroll in the same classes. Evening students meet faculty and staff at the general open-house during registration.

II. Terminology

Title of Division: Metropolitan College, defined: Evening College which offers part-time evening education and degree credit.

III. Fees

Day tuition is $58 per credit hour; evening tuition is $40 per credit hour. Refunds are made on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

35% teaching evening classes are full time. Final authority to hire faculty lies with the Dean of the Metropolitan College. The Dean can reject a faculty member assigned to teach evening classes and may engage an instructor without the consent of the department head if he refuses to staff evening classes. Overloads of one course per semester are permitted for each faculty member.

V. Scheduling

The Registrar, Dean and Department Chairmen are responsible for the evening class schedule. The Dean has the authority to revise the evening class schedule. Three credit hour courses are scheduled both one and two nights per week. There is no Dean's List.

VI. General

There are special and new credit degrees in Urban Affairs (undergraduate and graduate) and Master Liberal Studies. The Evening Division is receiving adequate support. The Dean of the Metropolitan College is responsible to the Vice-President of Academic Affairs. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper and radio publicity are used. Special motivational appeals have been developed for Civic Organizations.

UNIVERSITY OF BRIDGEPORT
Evening Division

Total Enrollment: 8,500
Evening Division 4,300

Private Institution
Semester System

I. Admission Policies

Deadline for admission, two months prior to registration. Students may register for credit without transcripts. 15-30 semester hours limit for non-matriculating students. Admission requirement is high school graduation. No Mail Registration is used. Dismissal for all students with 15 quality points deficiency. No ACT or CEEB tests required. No special degree program and not considered. Admission policies are set by Academic Standards Committee of regular faculty. Mixed classes - day and evening students are allowed to register for same class if space is available because it allows more flexibility for evening students.

II. Terminology

Title of Division: Evening Division, defined: A Division of the University primarily concerned with a series of credit and non-credit courses, conferences and institutes and, in addition, it actually encompasses all phases of part-time study done by adults.

III. Fees

Evening students pay tuition only. Only eligible for counseling services. Refunds based on full tuition - after one week, 90%; two weeks, 80%; three weeks, 50%; longer, no refund.

IV. Faculty and Faculty Recruitment

35% teaching evening classes are full-time. Final authority to hire evening faculty lies with Department Chairmen. The evening faculty members are responsible to the Department Chairmen. Faculty meetings are held on Friday and Sunday afternoons.

V. Scheduling

The Director of the Evening Division is responsible for the schedule. Departments send suggestions concerning problems with schedules directly to the registrar. Three credit hour courses are held two nights a week. There is no difference in the quality of day and evening classes. Part-time students are not eligible for the Dean's List. We do have a chapter of Alpha Sigma Lambda.

VI. General

Evening Division is receiving adequate support. As Director of the Evening Division, he is responsible to the new Vice-President for Academic Affairs. Audio-visual aids, e. g., T.V., projectors, etc.

VII. Student Recruitment

Newspaper and Radio Publicity are used. Public Relations-Special motivational appeals have been developed for Industry and Organizations (Chamber of Commerce, Kiwanis, Rotarians).

Total Enrollment 22,300
Evening Enrollment 6,523

BRIGHAM YOUNG UNIVERSITY
Department of Evening Classes
in Division of Continuing Education

Private, church-related Institution
Semester System

I. Admission Policies

Applications for admission to evening classes are accepted through the first week and a half of classes. Regular students are required to apply approximately two weeks prior to registration. Only evening student may register without transcripts. A full load may be taken by non-matriculating students. Admission requirements for non-matriculating students are high school graduation and at least 19 years of age. Mail registration is used. Counselors maintain a "history" card on students and use it to guide them in advising. A special degree program for adults is being considered. Admission policies are set by the administrators in the Department of Evening Classes, the Dean of Continuing Education and the Administrative Council of the University. Day and evening students may enroll in the same classes. Orientation for evening students is included with the day school program.

II. Terminology

Title of Division: Department of Evening Classes in the Division of Continuing Education, defined: campus credit classes for part-time evening students.

III. Fees

The fees are exactly the same for day and evening classes. If a student withdraws after the beginning of class, he forfeits twelve and one half percent of his fees for each one sixteenth of the class offered to date. No refunds are made after the middle of the courses; full refunds are made for cancelled classes.

IV. Faculty and Faculty Recruitment

95% teaching evening classes are full time. The final authority to hire faculty lies with the Dean of the Division of Continuing Education and Chairman of the Department of Evening Classes. The Director of the Evening Division can reject a faculty member assigned to teach evening classes. An overload of six hours of credit per year is permitted, excluding evening;any other teaching is considered an overload.

V. Scheduling

The Director is responsible for the evening class schedule, and has the authority to make changes in it. Three credit hour classes are scheduled one night a week, four and five credit hour courses, two nights a week. Part-time evening students are eligible for the Dean's List. Magna cum laude is awarded to students with 45 hours of 3.80 or higher, cum laude with 45 hours of 3.5 to 3.79.

VI. General

Students participate in discussions regarding the academic program with counselors and administrators and one student is a member of the Evening Classes Advisory Council. The evening division is receiving adequate support. The Director of Evening Classes is responsible to the Dean of Continuing Education. All audio-visual instructional materials are available.

VII. Student Recruitment

Newspaper (seven local newspapers), Radio and Television publicity are used. Special motivational appeals have been developed for industry and organizations in cooperation with other institutions and technical colleges.

UNIVERSITY OF BRITISH COLUMBIA
Vancouver, B.C.
EXTRA-SESSIONAL CREDIT

Total Enrollment 17,800 (1967-68)
Evening Enrollment 1,825

I. Admission Policies

Deadline for application for admission to evening classes for returning students is six week and sooner for students entering for the first time. Students may not register for credit courses before transcripts are received. Non-matriculated students may take credit work but credit is not given until students matriculate. Non-matriculating students must be at least 23 years old; regular students must meet the requirements for regular day students. Mail registration is used. A special degree for adults is being considered. Admission policies are set by the University Senate.

II. Terminology

Title of Division: Extra-Sessional Credit, defined: Regular university courses for the student pursuing his degree by part-time, scheduled at times most convenient for this student.

III. Fees

There is no fee differential between day and evening classes for credit courses.

IV. Faculty and Faculty Recruitment

90% teaching evening classes are full time. Final authority to hire faculty lies with Department Chairmen. No regular faculty meetings are held. Faculty members who participate in institutes, conferences, etc., do so on an overload basis.

V. Scheduling

The Director of Extra-Sessional Credit is responsible for the evening class schedule, and has the authority to revise it. Three credit hour courses are scheduled both one and two nights a week. Day and evening classes are equal in terms of quality.

VI. General

In general, evening divisions are not receiving adequate support. The Administrator of the Extra-Sessional Credit is responsible to the Director of the Extension Department. Audio-visual instructional aids are available for use in evening classes.

VII. Student Recruitment

Newspaper publicity is used but a special brochure is used also. Special appeals have been developed for Teachers' Organizations.

BRONX COMMUNITY COLLEGE
Bronx, N.Y.
Evening and Continuing Education

Total Enrollment 7,500
Evening Enrollment 4,500

Public Institution

I. Admission Policies

There is no deadline for application for admission to evening classes. Students may register for credit courses without transcripts. Non-matriculated students may take as many courses as they wish if they maintain satisfactory academic status. Admission requirement for special students is high school graduation; regular students are selected by use of cut-off scores based on high school average and CEEB scores after eligibility through high school unit requirements for the particular curriculum. Mail registration is used. There is no special degree for adults. Admission policies are set by CUNY. Day and evening students may register in the same classes. There is an orientation for evening students once a week for the first three weeks of classes.

II. Terminology

Title of Division: Evening and Continuing Education, defined: All courses and programs other than those designed to meet the needs of the matriculated student attending in the day.

III. Fees

Matriculating students go tuition fee; non-matriculants pay fees for courses.

IV. Faculty and Faculty Recruitment

15% teaching evening classes are full time. Final authority to hire faculty lies with the Dean of Evening and Continuing Education. Full-time faculty members who teach exclusively in the evening are responsible to the Dean through the department chairmen. No regular faculty meetings are held. Overloads are limited to a maximum of 8 course hours per year.

V. Scheduling

The Dean of Evening and Continuing Education is responsible for the evening class schedule, and has the authority to revise it. Three credit hour courses are scheduled two nights a week. Day and evening classes are equal in terms of quality. Part-time evening students are eligible for the Dean's List.

VI. General

Students partcipate some in discussions regarding the academic program. In general, all evening divisions are not receiving adequate support. The Dean of the Evening and Continuing Education is responsible to the President. Audio-visual instructional aids are available for use in evening classes.

VII. Student Recruitment

Newspaper publicity is used.

BROOKLYN COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
School of General Studies

Total Enrollment 30,000
Evening Enrollment 10,000

Public Institution
Semester System

I. Admission Policies

Application for admission to evening classes must be made approximately one month before registration. Students may not register for credit courses without transcripts. There is no limit to the amount of courses taken as a non-matriculating student. Admission requirements for adult students are satisfactory high school or college records and evidence of adequate preparation for specific courses. Qualifying examinations are required of adults in the evening division. A special degree program for adults is offered: Special Baccalaureate Degree Program for Adults (enrollment: 150). Admission policies are set by the Director of Admissions and a committee on Admission Requirements. Day and evening students may enroll in the same classes with approval. Orientation programs are held each semester for evening students.

II. Terminology

Title of Division: School of General Studies, defined: "It's primary objective is to offer higher educational opportunities to working men and women.

III. Fees

Proportional refunds are made to students within the first three weeks of the term.

IV. Faculty and Faculty Recruitment

There are approximately 60 full-time and 500 part-time faculty members. Final authority for hiring faculty lies with the teaching departments and the Dean of the School of General Studies with approval by the Board of Higher Education. The Dean of the School of General Studies can reject a faculty member assigned to teach evening classes. Sixty full-time faculty members teach exclusively in the evening and are responsible to their respective departments. Regular faculty meetings are held once or twice yearly. Faculty members are allowed to teach an overload of 8 semester hours per year.

V. Scheduling

The Dean of the School of General Studies is responsible for the schedule of evening classes. Departments submit tentative schedules to Dean and they are revised where necessary. Three credit hour classes are scheduled twice weekly. Part-time students are eligible for the Dean's List with a 3.3 grade point average after completing 30 credit hours.

VI. General

Some credit and non-credit courses are offered off-campus for economically deprived populations. Students participate in discussion regarding academic programs by serving on faculty-student committees. In general, evening divisions are not receiving adequate support. The Dean of the School of General Studies is responsible to the President. Complete audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper and radio publicity are used. Special motivational appeals have been developed for industry and organizations.

BRYANT COLLEGE
Providence, Rhode Island
Evening Division

Total Enrollment 1,950
Evening Enrollment 1,430

Private Institution
Semester System

I. Admission Policies

Deadline for application for admission to evening classes is about two weeks prior to registration. Students may register for credit courses without transcripts and may take a maximum of 12 credit hours as non-matriculating students. Admission requirements for students are high school graduation or equivalency; in law enforcement classes, students must be in some phase of law enforcement work; insurance classes, in insurance work, etc. Mail registration will be used in January 1969. Students must maintain a 2.0 quality point average for graduation; if average falls below 1.6, students are counseled. A special degree program is not offered, but there are special certificate programs for adults in various fields. Admission policies are set by the Vice-President of Academic Affairs and the Dean and Director of the Evening Division. Day and evening students may register in the same classes with Dean's permission. There is no orientation program for evening students.

II. Terminology

Title of Division: Evening Division of Bryant College, defined: Division responsible for adult education, degrees and (non-credit) special courses, evenings and Saturdays, on and off campus. Continuing Education, defined: Services to help a person who needs more knowledge during his lifetime than he can obtain in normal high school and college. With rapidly advancing technology in all fields, continuing education is of greater imporance than any other previous period in history.

III. Fees

Day students pay $45 per semester hour; evening students pay $16.67 per semester hour. Refunds are made on a graduating percentage basis: 80% first week; 60% second week; 40% third week; after, no refund.

IV. Faculty and Faculty Recruitment

50% teaching evening classes are full-time faculty members. Final authority to hire evening part-time faculty lies with the Director and Dean of the Evening Division. No full-time faculty members teach exclusively in the evening. The Dean can hire part-time instructors. Regular faculty meetings are held the week before each semester begins. Full-time faculty members are limited to teaching not more than two nights a week (six semester hours) in the evening division.

V. Scheduling

The Dean of the Evening Division is responsible for the evening class schedule and has the authority to revise it. Three credit hour classes are scheduled both one and two nights a week. Day and evening classes are equal in terms of quality. There is no Dean's List.

VI. General

Some special courses for economically deprived populations are planned. Day students participate in discussions regarding the academic program more than evening students. Special off-campus and Saturday classes are offered for Law Enforcement Personnel.

C. W. POST COLLEGE

Long Island, New York
Evening and Extension Division

Total Enrollment 3,500 (day) 2,500 (grad)
Evening Enrollment 1,700

Private Institution
Semester System

I. Admission Policies

There is no deadline for application for admission to evening classes prior to registration. Non-matriculated students may register for credit courses without transcripts and may take a maximum of 30 semester hours. Admission requirements are high school graduation or equivalent or acceptable college transcripts. Mail registration is used. Students are dismissed after completing six semester hours below a 2.0 on a 4.0 scale. A special degree for adults is being considered. Admission policies are set by the Dean of the Evening Division in consultation with the Admissions Office. Day and evening students may enroll in the same classes. There is no orientation for evening students; it takes place during a personal interview with advisors.

II. Terminology

Title of Division: Evening and Extension Division of C. W. Post College, defined: Comprises all Adult Undergraduate students enrolled at C. W. Post College and at its extension. It also includes all non-credit Continuing Education Programs.

III. Fees

Tuition for day and evening classes are the same because the courses are exactly the same. Registration fees for evening students are less than day because evening students are unable to fully utilize all college facilities.

IV. Faculty and Faculty Recruitment

50% teaching evening classes are full time. Final authority to hire evening faculty lies with the Dean of the College. Some full-time faculty members teach exclusively in the evening. Regular evening faculty meetings are not held. Faculty members are discouraged from teaching courses on an overload basis but may teach non-credit courses with no objections.

V. Scheduling

The Dean is responsible for reviewing the evening class schedule and making revisions and recommendations as he sees fit. Three credit hour courses are scheduled two nights a week. Part-time evening students are eligible for the Dean's List after completing 12 semester hours with a 3.5 average.

VI. General

Students participate in discussion regarding the academic program through the school newspaper and the honor society, Alpha Sigma Lambda. In general, all evening divisions are not receiving adequate support. The Dean of the Evening Division is responsible to the Dean of the College. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper and radio publicity are used. Special Motivational appeals have been developed for industry in the form of personal letters and by membership in the Association for Training and Development.

CENTENARY COLLEGE OF LOUISIANA
Evening Division

Total Enrollment 1,150
Evening Enrollment 297

Private, Church-related Institutio
Semester System

I. Admission Policies

Deadline for application is date of registration. Students may enroll for credit without transcripts provided they sign an "eligibility statement". All students must matriculate as degree students. Admission requirement is high school graduation with 2.0 average or GED. Mail registration is not a practice. Students must attend classes regularly and maintain a "C' average. ACT and CEEB not required. No special degree program offered and not considered. Admission policies are set by the Admissions office in consultation with the Dean of the Evening Division. Day and evening students may enroll in the same classes. There is no orientation for evening students.

II. Terminology

Title of Division: Evening Division: a part of the College. Continuing Education, defined: "Non-degree, evening courses offered for adults, senior citizens and the like".

III. Fees

Evening students pay $35 a semester hour, day students $40 a semester hour, justification: Evening Division faculty are paid lower salaries. Application fee is not refundable. If a student withdraws completely within one month of graduation, he received 50% of his tuition. There is no refund for partial withdrawals.

IV. Faculty and Faculty Recruitment

33% teaching evening classes are full time. Final authority to hire a faculty member lies with the Director of the Evening Division. The Director can reject a faculty member assigned to teach evening classes. Regular faculty meetings are held the beginning and end of each semester.

V. Scheduling

The Director is responsible for the schedule. The procedure: Schedule is worked out in consultation with the department chairmen, based on needs of students and acceptance of courses by students. Day and evening classes are equal in terms of quality. Part-time students are not eligible for the Dean's List.

VI. General

Two students or more are on all policy-making committees of the university. Evening Divisions, in general, are not receiving adequate support. The director is responsible to the Academic Dean. Audio-visual equipment is available for use in instruction.

VII. Student Recruitment

Newspaper publicity (3 times a year) and radio announcements are used. Appeals are now being made to Industry and have been made in the past to the Chamber of Commerce.

CENTENARY COLLEGE OF LOUISIANA
Evening Division

Total Enrollment 1,150
Evening Enrollment 297

Private, Church-related Institution
Semester System

I. Admission Policies

Deadline for application is date of registration. Students may enroll for credit without transcripts provided they sign an "eligibility statement". All students must matriculate as degree students. Admission requirement is high school graduation with 2,0 average or GED. Mail registration is not a practice. Students must attend classes regularly and maintain a "C' average. ACT and CEEB not required. No special degree program offered and not considered. Admission policies are set by the Admissions office in consultation with the Dean of the Evening Division. Day and evening students may enroll in the same classes. There is no orientation for evening students.

II. Terminology

Title of Division: Evening Division: a part of the College. Continuing Education, defined: "Non-degree, evening courses offered for adults, senior citizens and the like".

III. Fees

Evening students pay $35 a semester hour, day students $40 a semester hour, justification: Evening Division faculty are paid lower salaries. Application fee is not refundable. If a student withdraws completely within one month of graduation, he received 50% of his tuition. There is no refund for partial withdrawals.

IV. Faculty and Faculty Recruitment

33% teaching evening classes are full time. Final authority to hire a faculty member lies with the Director of the Evening Division. The Director can reject a faculty member assigned to teach evening classes. Regular faculty meetings are held the beginning and end of each semester.

V. Scheduling

The Director is responsible for the schedule. The procedure: Schedule is worked out in consultation with the department chairmen, based on needs of students and acceptance of courses by students. Day and evening classes are equal in terms of quality. Part-time students are not eligible for the Dean's List.

VI. General

Two students or more are on all policy-making committees of the university. Evening Divisions, in general, are not receiving adequate support. The director is responsible to the Academic Dean. Audio-visual equipment is available for use in instruction.

VII. Student Recruitment

Newspaper publicity (3 times a year) and radio announcements are used. Appeals are now being made to Industry and have been made in the past to the Chamber of Commerce.

UNIVERSITY OF CHATTANOOGA
Chattanooga College

Total Enrollment 2,600
Evening Enrollment 1,100 (part-time also)

Private (State after July 1, 1969)
Semester System

I. Admission Policies

Deadline for application for admission is two to three weeks prior to registration. Students may register for credit courses without transcripts only with approval by the Director of Admissions. Non-matriculating students may take any amount of courses without being classified as degree candidates. Admission requitement for adults is sufficient educational background and experience to profit from courses desired. Students must maintain at least the following grade point averages: 1.50 after 24 hours; 1.75 after 60 hours; 1.85 after 90 hours. Students on probation must maintain a 2.0 average. SCAT is required for adults in the evening division. There is no special degree program for adults but one is being considered. Admission policies are set by the Admissions Committee and Faculty Council. Day and evening students may enroll in the same classes except in some cases where approval of the Dean of Evening College is required. There is not quite enough flexibility in admission policies concerning adult part-time students.

II. Terminology

Title of Division: Chattanooga College defined: The Evening and special classes division of the university.

III. Fees

Tuition: part-time day students-$40 per semester hour; part-time evening students-$30 per sem. hr; day students have some services not available to evening students.

IV. Faculty and Faculty Recruitment

50% teaching evening classes are full-time faculty members and this is considered satisfactory. Final authority to hire evening faculty lies with the Dean of the Evening Division. Overloads are discouraged for faculty members but they are permitted to give one or two exrra lectures without pay.

V. Scheduling

The Dean is responsible for the evening class schedule: it is compiled in the Dean's Office. Three credit hour classes are scheduled two nights a week. A self-study project was undertaken by the Chattanooga College Committee in 1967. Part-time students are not eligible for the Dean's List.

VI. General

Students participate in discussion regarding the academic program through individual discussion with dean and counselors and also questionnaires. In general, evening divisions are not receiving adequate support. The Dean of Chattanooga College is responsible to the President of the University. Complete audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper articles and advertisements as well as radio and television publicity are used. Special motivational appeals have been developed for industry in the form of brochures for special programs for employees. The Chamber of Commerce has a representative on the Educational Committee which cosponsors some programs. Civic organizations sometimes provide speakers for special courses.

UNIVERSITY OF CINCINNATI
Evening College

Total Enrollment 25,000
Evening Enrollment 11,000 credit, 2,000 non-credit

Public (City and State) Institution
Quarter System

I. Admission Policies

Deadline for application for admission is approximately two days prior to registration. Students may register provisionally without transcripts. Students may take courses approved by advisors without being classified as degree candidates. Admission requirement is graduation from an accredited high school or equivalent. Mail registration is used; 45% of the student body take advantage of mail registration in Fall Quarter. ACT or CEEB tests are required for adults in the evening division and are used as a basis for admission as well as placement and advisement. A special degree for adults is offered: Bachelor of Science: (Enrollment 3,000+). Admission policies are set by the State of Ohio. Day and evening students may enroll in the same classes.

II. Terminology

Title of Division: Evening College, defined: a college that offers its own associate and bachelors degrees, controls its own faculty and has identical status as other campus colleges. Refund policies: week prior to first week of quarter-100%; first and second week-80%; third week-60%; fourth week 40%; fifth week-20%; after fifth week-no refund allowed.

III. Faculty and Faculty Recruitment

Two-thirds of the faculty are full-time and one-third part-time off-campus members. Final authority to hire faculty lies with with the Evening College Dean. Regular faculty meetings are held as needed at a minimun of once a year. Faculty members are permitted to teach two hours as an overload and in some cases up to four depending on individual situations.

IV. Scheduling

The Dean of the Evening College is responsible for the schedule of evening classes. Some three credit hour classes are scheduled one night a week and some two nights. Part-time students are eligible for the Dean's List after completing six quarter hours with a minimum of 3.5 average.

V. General

Some non-credit courses are planned in off-campus locations for economically deprived populations. In general, all evening divisions are not receiving adequate support. The Dean of the Evening College is responsible to the Provost for Academic Affairs. Audio-visual aids are available for Evening Classes.

VI. Student Recruitment

Newspaper radio and television publicity are used. Special motivational appeals have been developed for Industry and Organizations including many civic clubs.

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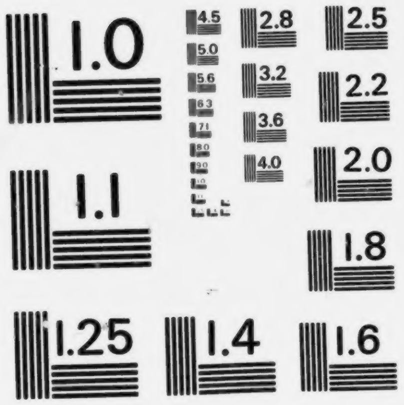
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MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

THE CITADEL
Evening Division

Total Enrollment 2,050 Men

Semester System

I. Admission Policies

Deadline for application for admission is one week before classes begin. A student may not register for credit until transcripts are received. There is no limit to the amount of credit work taken as a non-degree student. Admission requirements are high school graduation or good standing in previous college. Mail registration is used. ACT and CEEB exams are not required. A special two-year associate degree is offered by the name: Associate in Liberal Arts or Business Administration. Admission requirements for this program are the same as regular requirements. Admission policies are set by a Faculty Evening Program Committee with approval of Academic Dean. Day and Evening do not enroll in the same class.

II. Terminology

The Citadel Evening Program, defined: "College courses for those desiring a continuation of a college education, or for advancement in employment or a general broadening of interests."

III. Fees

Cost for day students include student fees and appropriations made by the state of South Carolina. Evening program fees include registration fee and $20 per semester hour. Justification: Evening Program has no state supported funds. Refunds to students are not made after the second week of class.

IV. Faculty and Faculty Recruitment

All evening faculty are full-time day faculty. The authority to hire faculty lies with department chairmen. No regular faculty meetings. Faculty are permitted one overload class.

V. Scheduling

The Director is responsible for scheduling. Both one night and two nights are used to schedule three credit hour classes. In some respects, the evening classes have more mature students with better results, academically. Part-time students are not eligible for the Dean's List.

VI. General

In general, evening divisions are not receiving adequate support. The Director of the Evening Program is responsible to the Vice-President of the College. Audiovisual aids are available.

VII. Student Recruitment

Newspaper articles and advertisements are used for publicity, as well as radio and television announcements. Public Relations: Special courses designed for particular interest to industry have been organized.

COLUMBIA UNIVERSITY
New York, New York
SCHOOL OF GENERAL STUDIES

Private Institution
Semester System

Total Enrollment 17,531 (grad and undergrad)

I. Admission Policies

Deadline for application for admission for evening students is about one month prior to registration. "Special" students may take courses if they have a Bachelor's degree or are matriculated and in good standing at another college. Admission requirements are high school graduation or equivalent, test scores and personal interviews. Non-matriculating students must maintain a "B" average; regular students must maintain a "C" average. The special degree for adults is the Bachelor of Science with an enrollment of 3,200. Admission policies are set by the Faculty Admissions Committee. Day and evening students may enroll in the same classes. There is an orientation for evening students.

II. Terminology

Title of Division: School of General Studies, defined: A degree, liberal arts oriented school.

III. Fees

There is no fee differential between day and evening classes. Refunds are made if withdrawal is done by the last day of course change period.

IV. Faculty and Faculty Recruitment

80% teaching evening courses are full time. Final authority to hire faculty lies with the academic departments. The Dean of the School of General Studies can reject a faculty member assigned to teach evening classes. Overloads for faculty members are not permitted.

V. Scheduling

The Dean of the School of General Studies is responsible for the evening class schedule. Three credit hour courses are scheduled two nights a week. Day and evening classes are equal in terms of quality. Part-time evening students are eligible for the Dean's List with 9 points in 3 different subjects of Liberal Arts only with 13.1 average.

VI. General

Two students participate in discussions regarding the academic program on the Committee on Instruction-The policy board for curriculum. In general, all evening divisions are not receiving adequate support. The Dean of the School of General Studies is responsible to the Provost.

COMMUNITY COLLEGE OF BALTIMORE
Evening Division

Total Enrollment 2,8000
Evening Enrollment 1,600

Public Instituion
Semester System

I. Admission Policies

Students may register without prior application during the week before classes begin and with a penalty during the first week of classes. No transcripts are required for registration. There is no limit to the amount of work taken as non-matriculating students. Regular admission requirements are high school graduation or equivalent and special interest in a certain field of study. Students are dismissed from school if they fail two courses; if they complete 30 credit hours with a quality point average of less than 1.5 or 45 credit hours with an average of less than 1.7. Admission policies are set by the Administrative Council of the College. Day students may enroll in evening classes of they are unable to schedule those classes during the day; evening students may register for day classes after day students' registration. Orientation for evening students is held each semester.

II. Terminology

Title of Division: Evening Division of the Community College of Baltimore, defined: A Division of the college offering similar programs with the same standards as regular day courses on a part-time basis.

III. Fees

REfunds are based on individual courses and a graduated percentage system.

IV. Faculty and Faculty Recruitment

5% teaching evening classes are full-time faculty members. Final authority to hire evening faculty lies with the Evening Division Director. Regular faculty meetings are held at the beginning of each semester. Regular faculty members are not permitted to teach overloads except on an emergency basis; laboratory assistants in the sciences and technologies are often used.

V. Scheduling.

The Director of the Evening Division is responsible for the evening class schedule. Three credit hour classes are scheduled one night a week. Part-time evening students are not eligible for the Dean's List but a special "Honor Roll" is compiled for evening division students based on number of credits earned and grades.

VI. General

The evening division is receiving adequate support. The Director of the Evening Division is responsible to the President of the College.

VII. Student Recruitment

Newspaper, Radio and Television publicity are used. Special motivational appeals have been developed for Industry using brochures and supplements.

DEPAUL UNIVERSITY

Total Enrollment: 9,878
Evening Enrollment: 6,034

Church Related Institution
Quarter System

I. Admission Policies

Deadline for admission, four weeks prior to registration. Students may register for credit courses without transcripts. 40 quarter hours limit for non-matriculating students. Admission requirements are good standing at previous college attended, high school graduation in upper half of class. Mail registration is used. Students must maintain no less than a 2.00 average. ACT or other tests required if less than one year of college work has been completed and the student intends to obtain a degree. A special degree program is being considered. Admissions policies are set by the Admissions Office for regular students; by deans of various colleges for special students. No more than one third of an evening class may be populated by day students.

II. Terminology

Each college has their own evening division, but the evening liberal arts bears the name University College. Continuing Education, defined: Education sought by someone for reason of employment benefits, thirst for knowledge, etc.

III. Fees

Tuition: 12-14 credit hours-$450; part-time evening $25 per credit hour; part time day, $37 per credit hour. Refunds are made according to withdrawal date.

IV. Faculty and Faculty Recruitment

40% of the evening faculty are full-time faculty. Authority to hire faculty lies with Deans in charge of the division. Annual faculty meetings are held with entire staff and periodic meetings with departments.

V. Scheduling

A director of the evening division is responsible for the schedule. Four credit hour classes are held either one or two nights a week. Part-time students are eligibile for the Dean's list with a 3.0 average for 36 credit hours of work

VI. General

In general, evening divisions are receiving adequate support. The Directors are immediately responsible to the Dean of the College to which he is assigned. All Colleges have a Director of Continuing Education or Evening Division. The usual Audio-Visual Aids are available.

VII. Student Recruitment

Newspaper and Radio publicity are used. Public Relations-Special motivational appeals have been developed for Industry and Organizations such as the Chamber of Commerce.

Total Enrollment 9,300
Evening Enrollment 3,000

OLD DOMINION COLLEGE
Division of Continuing Education

Public Institition
Semester System

I. Admission Policies

There is no deadline for application for admission. Students may register for credit courses without transcripts. A non-matriculating student may take between 60 and 75 hours provided his transcripts are in order and he is in good standing. Admission requirements are graduation from high school or GED scores above 60 percentile in all areas. Students must maintain a "C" average after completing 24 hours; suspension is for one full academic year. There is no special degree program for adults. Admission policies are set by the College Admissions Office in conjunction with the Division of Continuing Education. Day students may enroll for as many evening courses as they wish; evening and part-time students must complete the major portion of their semester's work in the evening hours. There is no orientation program for evening students, however, the Division of Continuing Education publishes a Student Handbook and a bi-monthly, mimeographed newspaper.

II. Terminology

Title of Division: Division of Continuing Education, defined: Division in charge of resident, evening program, extension program, public services and summer session.

III. Fees

Part-time undergraduate students pay $14 per credit hour. Matricualted, day students pay $200 per semester for 12-18 credits. Graduate fees are higher and include out-of-state tuition fees. Evening students pay $14 per semester hour. Refunds: withdrawal before beginning of classes--full tuition minus a $5 registration fee; first week of classes--2/3 refund; second week of classes--1/3 refund; after second week--no refund, regardless of reason.

Iv. Faculty and Faculty Recruitment

50% teaching evening classes are full-time faculty members. Regular faculty generally teach only one course at night and part-time instructors usually teach two courses at night. Final authority to hire evening faculty lies with Chairmen of Departments with approval of their academic dean. Some full-time faculty members teach exclusively in the evening. Teaching overloads for faculty are kept to an absolute minimum.

V. Scheduling

The Dean of the Division of Continuing Education is responsible for the evening class schedule. Evening classes are listed in a special Evening College brochure after being submitted to the Provosts' office. Part-time evening students are not eligible for the Dean's List but the Evening College has an Honors Society. To quality for the Honors Society, a student must have completed 18 credits or more at Old Dominion College with a quality point average of 3.5 or better.(4 point syst.)

VI. General

Students participate in discussion regarding the academic program only through the regularly scheduled meetings of the Honors Society.

Total Enrollment 5,000
Evening Enrollment 2,500

DRAKE UNIVERSITY
Des Moines, Iowa
University College

Private Institution
Semester System

I. Admission Policies

A student may register for credit courses without transcripts but is limited to a maximum of 60 semester hours. A student may take a maximum of 30 semester hours in the non-matriculated status. Admission requirements for non-matriculating students are high school graduation or equivalent and a probable chance of success; regular students must meet the regular admission requirements for the University. Students must maintain a 2.0 or "C" average or better; one or two semesters of probation are permitted. Admission policies are set by the University Admissions Committee. Day and evening students may enroll in the same classes in some cases with approval of their advisors. Youthful students are encouraged to apply for admission before starting their program, while more mature students usually matriculate after accumulating some credits.

II. Terminology

Title of Division: University College-Center for Continuing Education, defined: University College is one of nine colleges which offers evening, Saturday, and extension classes. Center for Continuing Education develops program with business, industry, community service, and other groups of a non-credit nature. Continuing Education is a series of learning situations aimed at solving problems recognized by the learner as needing solutions. This includes both formal and informal experiences moving a person from where he is in the director of some desired goal.

III. Fees

Evening classes are $6.00 per semester hour less than day classes. Refunds are based on a diminishing scale of 90% for the first week to 0% after five weeks.

IV. Faculty and Faculty Recruitment

60% teaching evening classes are full time. Final authority to hire evening faculty lies jointly with the Dean of University College and the Dean of the teaching college. The Dean of University College has the authority to reject a faculty member assigned to teach evening classes. Full-time faculty members teaching only in the evening are responsible to their college deans, respectively. Overloads are permitted for all faculty members if it does not interfere with the full and effective performance of the individual's responsiblity to the University.

V. Scheduling

The Dean of University College is responsible for the evening class schedule, and has the authority to revise it. Three credit hour courses are scheduled both one and two nights a week. Day and evening classes are equal in terms of quality. Part-time evening students are not eligible for the Dean's List.

VI. General

Some courses for economically deprived populations are planned. Students are included on all university committees and the Senate. The evening division is receiving adequate support. The Dean of University College is responsible to the Provost. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for industry in the form of posters, shcedules and brochures and also for Civic Organizations.

DREXEL INSTITUTE OF TECHNOLOGY
Evening College

Total Enrollment 11,025
Evening Enrollment 2,879 undergraduate
1,500 graduate

Private Institution
Quarter System

I. Admission Policies

Deadline for application for admission is approximately two weeks prior to registration. Students may not register for credit courses without transcripts. Admission requirements for non-matriculating students is bachelor's degree; regular students must be high school graduates and show satisfactory performance on qualification test. A 2.0 quality point average is required for graduation; non-degree students must complete each course satisfactorily. Admission policies are set by the Admissions Committee of the Evening College. Day and evening students may register in the same classes with permission of their respective deans. Orientation for evening students is on registration day.

II. Terminology

Title of Division: Evening College, defined: Completely autonomous under program of studies offered after 6 p.m.

III. Fees

Evening students pay $25 per quarter hour plus annual institute fee of $35; part time day students pay $45 per quarter hour plus institute fee of $30, $50 or $70, depending on credit carried or quarter of study. No cash refunds are made; tuition credit of 75% is given if withdrawal is in first two weeks of class, 50% in third and fourth weeks, 25% in fifth and sixth week, none after the sixth week.

IV. Faculty and Faculty Recruitment

25% teaching evening classes are full-time in Business Administration and 15% over all. Final authority for hiring evening faculty lies with the Dean of the Evening College. General faculty meetings are held yearly and department meetings as often as necessary. Faculty members are permitted to teach on an overload basis a maximum of two evenings per week at three periods per evening.

V. Scheduling

The Dean of the Evening College is responsible for the evening schedule. Three credit hour classes are scheduled one night a week. Part-time evening students are eligible for the Dean's List after completing 6 1/2 quarter hours with a 3.5 quality point average.

VI. General

Day students participate more in discussions regarding the academic program than evening students. Much emphasis is placed on leadership development through co-curricular and extra-curricular activities. The evening division is receiving adequate support. The Dean of the Evening College is responsible to the Vice-President for Academic Affairs and directly to the President in major decisions. Most audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper publicity is used. Special motivativational appeals have been developed for industry and professional organizations.

DUTCHESS COMMUNITY COLLEGE, Poughkeepsie, New York

Office of Continuing
Education

Total Enrollment 3,799
Evening Enrollment 1,891

Public Institution
Semester System

I. Admission Policies

Deadline for application for admission to evening classes is about two weeks prior to registration. Students may register for credit courses without transcripts. There is no limit to the amount of work taken as non-matriculated students. Admissions requirements for regular students are acceptable college transcripts or high school graduation or equivalency. Mail registration is used. There is no special degree for adults. Admission policies are set by the Board of Trustees of the state. Day and evening students may register in the same classes. There is no orientation for evening students.

II. Terminology

Title of Division: Office of Continuing Education, defined: Educational opportunities for area residents whose daily responsibilities prevent them from attending the College's day division as full-time students and who seek to complete initial higher educational objectives; update skills and techniques and seek cultural enrichment.

III. Fees

Part-time students pay a $3 college fee; full-time students pay a $25 college fee. Refunds are made on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

55% teaching evening classes are full time. Final authority for hiring faculty lies with the Dean of Continuing Education. Regularly scheduled faculty meetings are held evenings. When faculty members teach on an overload basis, they are compensated for expenses incurred.

V. Scheduling

The Dean of Continuing Education is responsible for the evening class schedule, and has the authority to revise it. Three credit hour courses are scheduled one night a week. Day and evening classes are equal in terms of quality. Part-time evening students are eligible for the dean's list with 12 credit hours and a 3.2 QPA or better.

VI. General

Students participate in discussion regarding the academic program through the Evening Student Association. The evening division is receiving adequate support. The Dean of Continuing Education is responsible to the President. Complete audio-visual instructional aids are available for evening classes, including closed circuit television.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for industry and civic organizations.

GREENSBOROUGH COMMUNITY COLLEGE
Evening and General Studies Division

Total Enrollment 8,700
Evening Enrollment 5,200

Public Institution
Semester System

I. Admission Policies

Deadline for application for admission for degree students is about one month prior to registration. Non-degree students have no deadline and may register for credit courses without transcripts. Mail registration is used only for non-credit courses. Regular degree students must maintain 1.3 with 6-11 1/2 credits; 1.5 with 12-27 credits; 1.7 with 28-44 credits; 1.9 with 45-63 credits; 2.0 with 64+ credits. Placement tests are given to adults in the evening division and results are used for advising. A special degree for adults is being considered. Admission policies for evening students are set by the faculty committees, for non-degree students by the Dean of the Evening and General Studies Division. Day and evening students may enroll in the same classes with permission. There is no orientation for evening students.

II. Terminology

Title of Division: Evening and General Studies Division, defined: A division of the College with the following areas of responsibility: Evening Session, Adult-Continuing Education Program, Community Service Program, Extension Programs, Basic Educational Skills Training Program and an Urban Center (when developed).

III. Fees

Degree students do not pay tuition; non-degree students pay $15 per semester hour. Refunds are made to students on the following basis: before first class-100%; first week-75%; second week 50%; third week-25%; after third week-none.

IV. Faculty and Faculty Recruitment

5% teaching evening classes are full time. Final authority to hire evening faculty lies with the President of the College. Some full-time faculty members teach exclusively in the evening. Regular faculty meetings are held in the fall. If and when it is necessary for a faculty member to teach on an overload basis, he receives an extra compensation.

V. Scheduling

The Dean of the Evening Division is responsible for the evening class schedule. The Dean has the authority to revise or change the evening schedule. Three credit hour classes are held two nights per week. Part-time evening students are eligible for the Dean's list with a 3.0 after completing 15 semester hours.

VI. General

Students are on most committees and participate in discussion regarding the academic program. In general all evening divisions are not receiving adequate support. The Dean of the Evening and General Studies Division is responsible to the President of the College. All audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper advertisements in all New York papers are used. Special motivational appeals have been developed for Industry, and civic organizations.

HOFSTRA UNIVERSITY
University College

Total Enrollment 8,000 undergraduate
Evening Enrollment 2,000 undergraduate

Private Institution
Semester System

I. Admission Policies

Deadline for application for admission is about one week prior to the start of the semester. Students may register for credit courses without transcripts but they must be received by the end of the semester. Admission requirements are high school graduation or GED and advisement test or satisfactory record from previously attended colleges. Students may register by mail only if a formal plan of studies has been worked out for them. The student receives a copy of it for reference when filling out the mail registration forms. Students must maintain a 2.0 in order to remain in school. A special degree for adults is not offered or considered. Admission policies are set by the Dean of University College with Faculty Admission Committee and the Director of Admissions. Day and evening students may enroll in the same classes. Orientation for evening students is held at the beginning of each semester.

II. Terminology

Title of Division: University College (credit Program); The Institute for Community Education (non-credit). Defined: College of the University offering programs and courses for adults. Continuing Education is any involvement of adults in education-- undergraduate, graduate, credit and non-credit work; workshops, conferences, seminars, etc.

III. Fees

Refunds are made based on the date of withdrawal.

IV. Faculty and Faculty Recruitment

60% teaching evening classes are full time. The final authority to hire part-time evening faculty lies with Department Chairmen with final approval of the Dean of University College. Faculty members are responsible to the Department Chairmen and the Dean. Faculty members are permitted to teach three credits on an overload basis, non-credit courses are subject to department chairman's approval.

V. Scheduling

The Dean of University College is responsible for the evening class schedule. Three credit hour classes are scheduled two nights a week. Part-time students are not eligible for the Dean's List; there is a special Honor's List for part-time students which is annual and based on a minimum of twelve credits with a 3.3 average.

VI. General

Students are being selected for participation on all faculty committees in order to take part in discussions regarding the academic program. The evening division is receiving adequate support except in the area of scholarships. The Dean of University College is responsible to the Provost.

VII. Student Recruitment

Newspaper advertisements and feature stories are used. Special motivational appeals have been developed by a number of methods: Participation in community and county career and education clinics, talks to various groups, group information sessions; College-for-a-day program for adults.

UNIVERSITY OF ILLINOIS

Division of University Extension

Total Enrollment 31,000
Evening Enrollment(Extramural Division 12,000)

Public Institution
Semester System

I. Admission Policies

Deadline for application for admission for fall and spring semester is by the fourth class; for the Summer session is by the first class. Registration for a degree candidate is not complete without a transcript. Non-degree students may take an unlimited amount of semester hours. Admission requirements: 18 years of age or high school graduate and must meet pre-requisites. Mail registration is used: application forms are issued to students at the first class meeting, the student completes it and mails it with tuition fees to Admissions Office. There is no special degree program for adults.

II. Terminology

Title of Division: Division of University Extension, defined: A Division which extends campus resources off campus but is not an evening college. Continuing Education, defined: "Any process by which men or women (either alone or in groups) try to improve themselves by increasing their skill, their knowledge, or their sensitivity; or the process by which individuals or organizations try to improve men or women in these ways." (Cy Houle).

III. Fees

Extramural students usually are taking only one course and are assessed $15 per semester hours. Refunds are made based on the date of withdrawal.

IV. Faculty and Faculty Recruitment

95% teaching extramural classes are full-time faculty members. Final authority to hire evening faculty lies with the Chairman of Department and Dean of Extension. Some full-time faculty members teach exclusively in the evening. Regular faculty meetings are held as needed. Faculty members are encouraged to teach special credit and non-credit courses, to participate in institutes, seminars and conferences.

V. Scheduling

The on campus evening class schedule is not compiled by the Dean of the Division of University Extension. Extramural classes are developed in consultation with academic departments. Three credit hour classes are scheduled one night a week.

VI. General

Some courses are planned in off-campus locations for economically deprived populations. In general, all evening divisions are not receiving adequate support. The Director of Extramural Classes is responsible to the Dean of the Division of University Extension who reports to the President. Audiovisual instructional aids are available for all classes.

VII. Student Recruitment

Newspaper and radio publicity are used. Special motivational appeals have been developed for Industry and civic organizations.

INDIANA CENTRAL COLLEGE
Evening and Graduate Division

Total Enrollment 2,393
Evening Enrollment 1,257

Church-related Liberal Arts Coll.
Semester System

I. Admission Policies

There is a deadline for admission to evening classes; students may not register for credit courses without transcripts. Non-matriculating students may take a maximum of thirty hours. Admission requirements are high school graduation and successful completion of the SAT tests. Mail Registration is used. Students must maintain a "C" average at the end of first two enrollments. A special degree program is not offered and not considered. Admission policies are set by the College Administration and Faculty. Some classes are mixed with day and evening students. There is no orientation.

II. Terminology

Evening Division: An administrative term used to distinguish between the day and evening programs. Continuing Education, defined: Credit and non-credit college level work offered for those actively engaged in work or other full-time pursuits.

III. Fees

The Evening Division fees are less than day school. No refunds made on tuition two weeks after classes begin.

IV. Faculty and Faculty Recruitment

33% teaching evening classes are full-time. Final authority to hire full-time faculty lies with the academic dean; part-time faculty, evening division dean. Regular faculty meetings are held annually. Faculty is permitted to teach one overload course.

V. Scheduling

The Dean of the Evening Division is responsible for the schedule. Class schedules compiled on the basis of regular rotation and special need. Three credit hour classes are held one night a week, four and five hour classes meet twice. Part-time evening students are eligible for the Dean's list after completing 15 hours with a 10.500.

VI. General

The Master's degree program in the area of Liberal Arts is offered in the evening. The Evening Division is receiving adequate support. The Dean of the Evening Division is directly responsible to the President of the College. Audio-Visual aids such as films and film strips are used in instruction.

VII. Student Recruitment

Newspaper, Radio and Television publicity are used. Public Relations-Special motivational appeals have been developed for Industry, and organizations such as the Chamber of Commerce and the Kiwanis and Rotarians.

IONA COLLEGE, New Rochelle, New York

Total Enrollment 3,223
Evening Enrollment 856

Division of Business Administration

Private Institution
Semester System

I. Admission Policies

Deadline for application for admission to evening classes is about one month prior to registration. Students may not register for credit courses without transcripts. Students may not take courses without being matriculated unless they have a letter of permission from their college. Admission requirements for regular students are high school graduation and college board scores. Mail registration is not used. Students must maintain a "C" average. There is no special degree for adults. Admission policies are set by the Committee on Administration. Day and evening students may enroll in the same classes. There is no orientation for evening students.

II. Terminology

Title of Division: Division of Business Administration, defined: It refers to the fact that a B.B.A. Degree is offered in the evening.

III. Fees

Day students pay a "flat" tuition rate; evening students are charged by the semester hour. Refunds are made on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

90% teaching evening classes are full time. Final authority to hire evening faculty lies with the Director of the Division of Business Administration. The Director can reject a faculty member assigned to teach evening classes and also engage one if a department does not staff an evening class. No regular faculty meetings are held. Overloads for faculty members are not permitted.

V. Scheduling

The Director of the Division of Business Administration is responsible for the evening class schedule and has the authority to revise it. Three credit hour courses are scheduled two nights a week. Day and evening classes are equal in terms of quality. Part-time evening students are eligible for the Dean's List with a 3.4.

VI. General

Students participate in discussions regarding the academic program through membership on certain College Committees. The evening division is receiving adequate support. The Director of the Division of Business Administration is responsible to the Dean of the Day school.

VII. Student Recruitment

Newspaper and radio publicity are used. Special motivational appeals have been developed for Industry and Civic Organizations.

THE JOHNS HOPKINS UNIVERSITY
Baltimore, Maryland
Evening College

Total enrollment 11,800
Evening enrollment 7,500

Private Institution
Semester System

I. Admission Policies

There is no deadline for application for admission--applications are not accepted unless they can be processed before registration. Undergraduate students may register for credit courses without transcripts. There is no limit to the amount of work taken as non-matriculated students; only 16 credits taken under this status may be applied toward a certificate or degree. Admission requirements are high school graduation, in good standing at previous college attended and they must meet specific course prerequisites. Mail registration is used. Students must maintain satisfactory academic and conduct records. All records are reviewed each term by the Academic Standing Committee. There are special certificate and degree programs for adults on the under-graduate and graduate level. Admission policies are set by the Advisory Board of the Evening College. Day and evening students do not enroll for the same classes, because the programs are basically different and are constructed for the particular public they serve. There is no orientation for evening students.

II. Terminology

Title of Division: Evening College, defined: A program of part-time higher education for adults. Emphasis is placed on work toward certificates and degrees.

III. Fees

Tuition is $30 per semester credit in the evening and $80 per contact hour during the day (part-time). No refunds are made once classes have begun.

IV. Faculty and Faculty Recruitment

Approximately 40% teaching evening classes are full time. Final authority to hire evening faculty lies with the Dean of the Evening College. No full-time faculty members teach exclusively in the evening. Regular faculty meetings are held with many groups of the faculty usually in the fall. Faculty members who teach courses on an overload basis are paid accordingly but are not requested to teach more than one course per term during the academic year.

V. Scheduling

The Dean of the Evening College is responsible for the evening class schedule. The Dean has the authority to revise the evening class schedule. Three credit hour classes are scheduled both one and two nights per week. "The day and evening programs are different, and they are offered for very different publics. The basic philosophy is quite different for the two programs. We think and hope that both programs are of very high quality." There is no Dean's List.

VI. General

Some surveys are done from time to time which enable students to participate in discussion regarding the academic programs. The Evening College program is essentially one offering credit courses to be applied toward degrees and certificates, graduate programs are being stressed more and more. The Dean of the Evening College is responsible to the President of the University.

VII. Student Recruitment

Newspaper publicity (especially during the summer and before major registration periods) is widely used. Special motivational appeals have been developed for Industry, especially with training directors, and professional organizations.

UNIVERSITY OF KENTUCKY
Evening Class Program

Total enrollment 26,450
Evening enrollment 1,435

Public Institution
Semester System

I. Admission Policies

Deadline for application for admission is one month prior to registration. Students may register for credit courses before transcripts are submitted. Non-degree students may register for credit classes. Non-degree students must be eligible for credit at time of enrollment in order to meet admission requirements. Evening students must maintain a 2.0 grade point average. There is no special degree program for adults and none considered. Admission Policies are set by the Dean of Admissions. Day and evening students may enroll in the same classes if space is available.

II. Terminology

Title of Division: Evening Class Program, defined: non-degree students meeting classes after 5 p.m. Continuing Education: includes credit and non-credit classes offered under same conditions as similar daytime campus classes.

III. Fees

Day students pay $12.50 per credit hour; evening students pay $14 per credit hour. This is justified because the evening classes are financially self-supporting.

IV. Faculty and Faculty Recruitment

85% teaching evening classes are full time. Final authority to hire faculty members lies with the Academic Chairman. Regular faculty meetings are not held for the evening faculty.

V. Scheduling

The Director of the Evening Class Program is responsible for the evening class schedule. The Director has the authority to revise the evening class schedule. Three credit hour classes are scheduled two nights a week. Part-time evening students are not eligible for the Dean's List.

VI. General

In general, all evening divisions are not receiving adequate support. The Director of the Evening Class Program is responsible to the Dean of University Extension.

VII. Student Recruitment

Newspaper, radio and television publicity are used.

LA SALLE COLLEGE
Evening Division

Total enrollment 3,200
Evening enrollment 3,148

Church-related Institution
Semester System

I. Admission Policies

Deadline for application for admission is eight days before classes begin. Students may not register for credit courses without transcripts. Non-degree students may take a maximum of eight hours of credit work and must already have a bachelor's degree. Students must maintain 1.00 after 33 semester hours; 1.50 after 66 hours; 1.75 after 99 hours. There is no special degree program for adults and none considered. Admission policies are set by the Evening Division Committee. Day and evening students may enroll in the same classes when courses correspond. Orientation for evening students is held before registration.

II. Terminology

Title of Division: La Salle College Evening Division, defined: regular collegiate degree-oriented programs offered in the evening.

III. Fees

Day school students pay an annual fee of $1400; evening students pay $30 per credit hour. Refunds of 90% are made in the first week of classes; 80% in the second week; 70%, in the third; 60%, in the fourth; 50%, in the fifth; 40%, in the sixth; 30%, in the seventh; none thereafter.

IV. Faculty and Faculty Recruitment

33% teaching evening classes are full time. The final authority to hire evening faculty lies with the Dean of the Evening Division. Some full-time faculty members teach exclusively in the evening and are responsible to the Dean of the Evening Division. Regular faculty meetings are held.

V. Scheduling

The Dean of the Evening Division is responsible for the evening class schedule in cooperation with the Assistant Dean. Three credit hour classes are scheduled two nights a week. Part-time evening students are eligible for the Dean's List after completing 33 hours with a minimum of 3.40.

VI. General

Students participate in discussion concerning academic programs through the Academic Affairs Committee and Student Congress. The Evening Division is receiving adequate support. The Dean of the Evening Division is responsible to the Academic Vice President. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper and radio publicity are used. Special motivational appeals have been developed for Industry.

LOUISIANA STATE UNIVERSITY
University College

Total enrollment 18,253
Evening enrollment 1,096

Public Institution
Semester System

I. Admissions Policies

There is no deadline date for application for admission to evening classes. Non-degree students may register for credit courses without transcripts. A total of 12 semester hours may be taken as a non-degree student. Admission requirements for regular and non-matriculating students is a statement of good standing from last college attended. A "C" average must be maintained by all students. The Bachelor of Science in General Studies is offered for all adults, with an enrollment of 1,096. Admission policies are set by the Director of University College. Day and evening students may enroll in the same same classes.

II. Terminology

Title of Division: University College, which is a division of the University. Continuing Education is any type of education for students or individuals not enrolled on a full-time basis.

III. Fees

There is no fee differential between day and evening classes. Refunds of 90% are made before classes begin; 75% during first two weeks; 50% during third and fourth week; none thereafter.

IV. Faculty and Faculty Recruitment

Final authority for hiring evening faculty lies with the Dean of University College and the Office of Academic Affairs. No full-time faculty members teach exclusively in the evenings. Faculty members may teach an equivalent of three credit hours on an overload basis.

V. Scheduling

Department Chairmen are responsible for the Evening class schedule. Three credit hour classes are scheduled one and two nights a week. Part-time evening students are eligible for the Dean's List with a grade point average of 3.5.

VI. General

Evening Division is receiving adequate support. The Dean of University College is responsible to the Dean of Academic Affairs.

VII. Student Recruitment

Special motivational appeals have been developed for Industry.

UNIVERSITY OF LOUISVILLE
Louisville, Kentucky
UNIVERSITY COLLEGE

Total Enrollment 10,000
Evening Enrollment 2,300

Private Institution
Semester System

I. Admission Policies

There is no deadline for application for admission to evening classes. Non-degree students may register for credit courses without transcripts and may take a maximum of twelve hours. Regular students must have been in the upper half of their high school graduating class. Students are placed on probation with a 6-12 quality point deficiency and dismissed with a 13 point deficiency. There is no special degree program for adults. Admission policies are set by the faculty. Day and evening students may register in the same classes. Orientation for evening students is held during the fall and spring.

II. Terminology

Title of Division: University College, defined: Encompasses all Continuing Education Programs.

III. Fees

Evening students do not pay the student activity fees that day students pay. Refunds are made on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

40% teaching evening classes are full time. Final authority to hire evening faculty lies with the Dean of University College, and he may reject a faculty member assigned to teach evening classes or engage an instructor without the consent of department chairmen. Regular faculty meetings are held every fall. Each full-time faculty member may teach one course per semester on an overload basis and may participate in non-credit courses as needed.

IV. Scheduling

The Dean of University College is responsible for the evening class schedule, and has the authority to revise and make additions to it. Three credit hour courses are scheduled both one and two nights a week. Part-time evening students are eligible for the Dean's List with a "B" average after completing 7 hours.

VI. General

The evening division is receiving adequate support. The Dean of University College is responsible to the President of the University. Audio-visual instructional aids are available for use in evening classes.

VII. Student Recruitment

Newspaper and radio publicity are used.

LOYOLA UNIVERSITY, Chicago, Illinois
UNIVERSITY COLLEGE

Total Enrollment 13,548
Evening Enrollment 2,565

Church-related Institution
Semester System

I. Admission Policies

Deadline for application for admission for evening students is registration day. Students may register for credit courses without transcripts. Admission requirements are high school graduation or equivalent or in good standing at college previously attended. There is no limit to the amount of work taken as a non-matriculating student, only that he remains in good academic standing. Mail registration is used. Students must maintain a 2.0. There is no special degree program for adults. Admission policies are set by the Committee on Admissions. Day and evening students may enroll in the same classes with permission.

II. Terminology

Title of Division: University College, defined: The part-time, degree-granting division which offers classes in the late afternoon, evening and on Saturday.

III. Fees

Day students are charged $50 per semester hour; evening students: $35. Refunds are based on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

50% teaching evening classes are full time. Final authority to hire evening faculty lies with the Committee on Faculty appointments. The Dean of University College can reject a faculty member assigned to teach evening classes, and may engage an instructor without the consent of a department chairman. Overloads for faculty members are not permitted.

V. Scheduling

The Dean of University College is responsible for the evening class schedule, and has the authority to revise it. Three credit hour classes are scheduled both one and two nights per week. Part-time evening students are eligible for the Dean's List with a 3.20 or better after completing 20 semester hours.

VI. General

The evening division is receiving adequate support. The Dean of University College is responsible to the Academic Vice-President.

VII. Student Recruitment

Newspaper and radio publicity are used.

LOYOLA COLLEGE
Evening College

Total Enrollemnt 850 (day)
Evening enrollemnt 1,340; 700 (graduate)

Church-related Institution
Semester System

I. Admission Policies

There is no deadline for application for admission to evening classes. Students may register without transcripts provisionally. NOn-degree students may take an equivalent of two full academic years of work. Admission requirements are high school graduation or college transcript. Mail registration is used: Course selection forms and schedules are mailed to all students; they are filled out and mailed to the college. The Dean and Assistant Dean approve them. Class cards are mailed to the student; they are filled out and returned to the college with tuition fees. Students must maintain a 2.0 average. There is no special degree program for adults. Admission policies are set by the Dean of the Evening College with approval of the President and Board of Trustees. Day and evening students may enroll in the same classes with deans' approval. Orientation is conducted by the Evening Student Council during the first week of classes. All students are on a probationary status until successful completion of sixteen semester hours.

II. Terminology

Title of Division: Loyola Evening College, defined: Programs similar to day, but offered in evening hours usually to fully employed, older students.

III. Fees

Day students pay $1,100 annually; evening students pay $30 per semester hour. Refunds are made during the first two weeks of 80%; 60%, second two weeks; 40%, third two weeks; 20%, fourth two weeks.

IV. Faculty and Faculty Recruitment

20% teaching evening classes are full-time. Final authority to hire evening faculty lies with the Academic Vice-President in cooperation with the Dean and Department Chairmen. Some full-time faculty members teach exclusively in the evening. Regular faculty meetings for each department are held each semester. One overload course is permitted each semester for faculty members.

V. Scheduling

The Dean of the Evening College is responsible for the evening class schedule. Three credit hour classes are scheduled two nights a week. Part-time evening students are eligible for the Dean's List after completing nine semester hours with a "B" or better in all courses.

VI. General

Some informal tutorial work is being done in economically deprived off-campus locations. Students participate in discussions regarding the academic program through the student council and membership in the curriculum committee. The evening division is receiving adequate support. The Dean of the Evening College is responsible to the Academic Vice-President. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for industry and civic organizations such as the Chambers of Commerce.

LOYOLA UNIVERSITY
Evening Division

Total enrollment 4,500
Evening enrollment 1,300

Church-related Institution
Semester System

I. Admission Policies

There is no deadline for application for admission and students may register without transcripts. Admission requirements are high school diploma, examination or advanced standing. The Bachelor of Arts and Bachelor of Commercial Science Degrees are offered for adults in the evening, these degrees differ in requirements from the day degree and are awarded by the Evening Division. Admission policies are set by the University Committee on Admission Policies and Standards. Day and evening evening students may enroll in the same classes only with permission of the Director of the Evening Division. Orientation for evening students is held the day before the opening of each semester.

II. Terminology

Title of Division: Evening Division which like other schools and colleges is answerable to the Academic Vice-President. Continuing education is credit or non-credit (creditable courses not now being applied to a degree) courses scheduled by adults.

III. Fees

Part-time day students pay $50 per semester hour; evening students pay $22 per semester hour. Refunds of 80% are made during the first week; 60% during the second and third weeks; 40% during the third to fifth week and none thereafter.

IV. Faculty and Faculty Recruitment

Ten faculty members teaching evening classes are from the day faculty. Five full-time faculty members teach exclusively in the evening. Regular faculty meetings are held each semester. Faculty members are paid $500 for three semester courses taught on an overload basis.

V. Scheduling

The Dean of the Evening Division is responsible for the evening class schedule and has the authority to revise or make additions in it. Three credit hour classes are scheduled both one and two nights a week. Part-time evening students are eligible for the Dean's List after completing 9 semester hours with a 3.0.

VI. General

Candidates for graduation make suggestions for future schedules. The Evening Division is receiving adequate support. The Dean of the Evening Division is responsible to the Academic Vice President. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used.

Total enrollment 3,500
Evening enrollment 469

MANHATTAN COLLEGE

Riverdale, N.Y.
Evening Division

Private Institution
Semester System

I. Admission Policies

Deadline for application for admission for evening students is a month prior to registration. Students may register for credit courses without transcripts if they are submitted within a reasonable time. Non-degree students may take a maximum of 33 semester hours work. Admission requirement for non-matriculating students is high shool graduation; for regular students, high school graduation, college board scores and recommendations. Mail registration is not used. A grade point aver. of 2.0 must be maintained over every period of 33 credits; a 2.0 is required for graduation on a 4.0 scale. CEEB Tests are required if applicant is within four years of separation from high school. A special degree for adults, Associate in Applied Science is offered; a Bachelor's degree in this field is being considered. Admission policies are set by the Admissions Office. Day and evening students may enroll in the same classes with permission. There is no orientation program for evening students.

II. Terminology

Title of Division: Evening Division, defined: The Evening Division is an integral unit of the College, its primary purpose is identical with the objectives of the College as described in the college catalog. It is a separate academic unit under its own director and awards the Baccalaureate degree and Associate in Applied Science degree.

III. Fees

Day students pay a yearly blanket charge; evening students pay per credit. Refunds are made on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

53% teaching evening classes are full time. Final authority to hire evening faculty lies with the Director in consultation with the Department Chairmen and the Academic Vice-President. The Director can engage an instructor without the consent of department chairmen and full-time evening faculty are responsible to him. Regular faculty meetings are held once a semester. Faculty members are not permitted to teach over the maximum of 12 hours per semester.

V. Scheduling

The Director of the Evening Division is responsible for the evening class schedule, and he has the authority to revise it. Three credit hour courses are scheduled two nights per week. Part-time evening students are eligible for the Dean's List with a 3.0 or above after completing eight credits or more.

VI. General

Students participate in discussions regarding the academic program through the Faculty Relations Committee made up of full and part-time students. The evening division is receiving adequate support. The Director of the Evening Division is responsible to the Academic Vice-President. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper and radio publicity are used. Special motivational appeals have been developed for Industry and Civic Organizations.

MARQUETTE UNIVERSITY
Liberal Arts Evening Division

Total Enrollment 12,264
Evening Enrollment 722

Church-related Institution
Semester System

I. Admission Policies

Deadline for application for admission is one month prior to registration. Students may register for credit courses without transcripts. Non-degree students may take an unlimited amount of courses for credit. Admission requirements are high school graduation or equivalent and at least 21 years of age. A special degree for adults is offered: Associate in Arts in Law Enforcement, enrollment: 51. Day and evening students may enroll in the same classes.

II. Terminology

Title of Division: Liberal Arts Evening Division, defined: a semi-autonomous division of the day school.

III. Fees

Evening students pay proportionately less per credit in order to meet competition with public institutions. Refunds are made on a sliding scale basis whereby 10% of the charges are refunded for each week up to the 10th week of classes.

IV. Faculty and Faculty Recruitment

80% teaching evening classes are full-time. Final authority to hire evening faculty lies with Department Chairmen and Dean of the College. Full-time faculty members are not permitted to teach on an overload basis except in some cases. No full-time faculty members teach exclusively in the evening

V. Scheduling

The Director of the Liberal Arts Evening Division is responsible for the evening class schedule only on a consultative basis. Department Chairmen and the Dean of the College are responsible. Three credit hour classes are scheduled two nights a week. Research is underway which will explore the desirability and feasibility of offering unique adult degree programs at Marquette University. Part-time evening students are not eligible for the Dean's List but, it is under consideration.

VI. General

Students participate in discussion regarding academic programs on a very limited basis. In general, all evening divisions are not receiving adequate support. The Director of the Liberal Arts Evening Division is responsible to the Dean of the College of Liberal Arts. Audio-visual instructional aids are available for evening classes.

UNIVERSITY OF MARYLAND

Total Enrollment 32,000
Evening Enrollment 10,543 (only state of Maryland)

Private Institution
Semester System

I. Admission Policies

Deadline for application for admission is prior to registration; adults may register for credit courses without transcripts, and may take an unlimited amount of hours as special students. Admission requirements for adults is graduation from approved high school and in good standing at college previously attended; non-adults: graduation from approved high school and "C" average in previous college work. GED May be substituted for diploma. No mail registration is used. A student is dismissed after completing 12-20 hours, below a .35; 21-35 hours, below 1.35; 36-50 hours, below 1.65; 51-65 hours, below 1.80; 66-80 hours, below 1.90; 81+ hours, below 1.95. A special degree program for adults is offered: Bachelor of Arts (General Studies curriculum; Enrollment: 5,000). A special degree program is being considered at graduate level: M.S. in Social Science, M.A. in Liberal Studies; at undergraduate level B.A. (Political Science concentration). Admission policies are set by the Dean, Directors and general administration. Day students may enroll in evening classes with permission of their dean.

II. Terminology

Title of Division: University College (Three credit division operating in Maryland and three credit divisions overseas plus a conference and institute division and a residential center of adult education,)defined: A service-oriented administrative unit facilitating the continuing education responsibilities of the University which also grants degrees.

III. Fees

Graduate students pay higher tuition than part-time day or evening students. Refunds of 80% are made before 10% of the classes are over.

IV. Faculty and Faculty Recruitment

40 to 45% teaching evening classes are full-time. Final authority to hire faculty lies with department chairmen. Some full-time faculty members teach exclusively in the evening. They are responsible to the Dean of University College, administratively and to the department chairmen, academically. Faculty members are limited to an overload of an equivalent of six semester hours in an academic year, (fall and spring semesters).

V. Scheduling

The Dean of University College is responsible for the schedule. Directors coordinate courses, then a consolidated list is sent to departments with requests to staff; 3 credit hour courses are scheduled either 1 or 2 nights a week. Part-time students are eligible for the Dean's List after completing 15 semester hours with a 3.5 average.

VI. General

Special eight week terms are offered at military centers. In general, evening divisions are not receiving adequate support. The Dean is responsible to the President and Vice-President(Acad. and Admin.) Audio-visual aids are used.

VII. Student Recruitment

Newspaper publicity-three ads per year are used.

MC NEESE STATE COLLEGE
Evening School

Total enrollment 5,090
Evening Enrollment 380

State Institution
Semester System

I. Admission Policies

Deadline for application for admission is registration day. Students may register provisionally without transcripts. Admission requirements are high school graduation or GED and maturity. Students must maintain a passing average and attend all classes. A special degree for adults is being considered. Admission policies are set by the Dean's Council and the Registrar's Office. All day school regulations apply to evening students without exceptions.

II. Terminology

Title of Division: Evening School (it ranks above a department but below a division, the coordinator is considered a department head.)

III. Fees

There is no fee differential between day and evening classes. Refunds are made to students on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

100% teaching evening classes are full time. Final authority to hire evening faculty lies with Department Chairmen. Regular faculty meetings are held once a semester. If faculty members teach courses on an overload basis, they receive extra compensation.

V. Scheduling

The Coordinator of the Evening School is responsible for the evening class schedule. Three credit hour classes are scheduled one night a week. Part-time evening students are not eligible for the Dean's List.

VI. General

Extension courses are taught at Fort Polk, Louisiana. In general, all evening divisions are not receiving adequate support. The Coordinator of Evening School is responsible to the Dean of Humanities. Audio-visual instructional aids are available as needed.

VII. Student Recruitment

Newspaper (twice a semester) and radio (once a year, interview) publicity are used. Special motivational appeals have been developed for Industry and civic organizations.

Total enrollment 16,330
Evening enrollment 5,000+

MEMPHIS STATE UNIVERSITY
Division of Continuing Studies

Public Institution
Semester System

I. Admission Policies

There is no deadline for application for admission to evening classes. Students may register for credit courses before transcripts are received and take a maximum of 18 semester hours as non-matriculating students. Admission requirements for special students is high school graduation or at least 21 years of age; for regular students, acceptable CEEB scores, high school transcript, health card, etc. Students must maintain a 2.4 after completing 132 hours. A special degree program for adults is being considered. Admission policies are set by the Admissions Standing Committee. Day and evening students may enroll in the same classes; approximately one half of the evening students take some day courses. Orientation for evening students is held prior to registration.

II. Terminology

Title of Division: Division of Continuing Studies, defined: Division offering functions to service needs of students who do not choose to make college work a full-time objective.

III. Fees

Refunds are made on a graduating percentage basis of 80% to 0% declining weekly from first day of class.

IV. Faculty and Faculty Recruitment

Approximately 75% teaching evening classes are full time. The final authority to hire evening faculty lies with Department Chairmen and College Deans. Regular fauclty meetings are held with department chairmen and Deans. Faculty members may teach one course per academic year on an overload basis.

V. Scheduling

The Director of the Division of Continuing Studies is partially responsible for the evening schedule. Schedules are submitted to the Registrar by the department chairmen. Three credit hour classes are scheduled both one and two nights a week. Day and evening classes are equal in all respects in terms of quality. Part-time evening students are eligible for the Dean's List with a 3.4 after completing 15 semester hours.

VI. General

Some off-campus special courses are being offered for economically deprived populations. Students participate very little in discussions regarding the academic program. The evening division is receiving adequate financial support but, in general, all evening divisions do not receive adequate professional support. The Director of the Division of Continuing Studies is responsible to the University Provost. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper publicity is used. ($7,500 annually)

MIAMI-DADE JUNIOR COLLEGE
Special Programs Division

Public Institution

Total Enrollment 8,100
Evening Enrollment (not stated) 101,124 credit hours taught

I. Admission Policies

There is no deadline for application for admission; a student may register for credit courses without transcripts. A limit of 12 hours may be taken as a non-matriculating student. Admission requirement for special students: 19 years of age or older; regular students: high school graduation or GED. All students are dismissed after completion of 72 hours without acquiring a 1.5; special students must attain a "C" average in initial 12 hours. A special degree program is not offered and is under consideration. Admission policies are set by the President's Council. There are no restrictions on day and evening students enrolling in the same class.

II. Terminology

Title of Division: Division of Special Programs, defined: Any education program scheduled evenings, weekends and off-campus for persons beyond what was formerly regarded as "normal" school age.

III. Fees

Refund policies: 100% first five days of class; 50% after fifth but before end of the 10th day; none thereafter.

IV. Faculty and Faculty Recruitment

90% teaching evening classes are full-time. Final authority to hire evening faculty lies with department chairmen. Faculty may not teach overload except with consent of the academic dean.

V. Scheduling

The Dean of Special Programs must approve the schedule but the department chairmen are responsible for it. The Director of Special Programs may make changes in the schedule. Three credit hour classes are scheduled either one or two nights a week.

VI. General

Special Programs Division is receiving adequate support. The Director of the Special Programs Division is responsible to the Academic Dean. Complete audio-visual services are available to all instructors.

VII. Student Recruitment

Newspaper, radio and Television (Junior College Forum) publicity are used.

MIAMI-DADE JUNIOR COLLEGE
Special Programs Division

Public Institution

Total Enrollment 8,100
Evening Enrollment (not stated) 101,124 credit hours taught

I. Admission Policies

There is no deadline for application for admission; a student may register for credit courses without transcripts. A limit of 12 hours may be taken as a non-matriculating student. Admission requirement for special students: 19 years of age or older; regular students: high school graduation or GED. All students are dismissed after completion of 72 hours without acquiring a 1.5; special students must attain a "C" average in initial 12 hours. A special degree program is not offered and is under consideration. Admission policies are set by the President's Council. There are no restrictions on day and evening students enrolling in the same class.

II. Terminology

Title of Division: Division of Special Programs, defined: Any education program scheduled evenings, weekends and off-campus for persons beyond what was formerly regarded as "normal" school age.

III. Fees

Refund policies: 100% first five days of class; 50% after fifth but before end of the 10th day; none thereafter.

IV. Faculty and Faculty Recruitment

90% teaching evening classes are full-time. Final authority to hire evening faculty lies with department chairmen. Faculty may not teach overload except with consent of the academic dean.

V. Scheduling

The Dean of Special Programs must approve the schedule but the department chairmen are responsible for it. The Director of Special Programs may make changes in the schedule. Three credit hour classes are scheduled either one or two nights a week.

VI. General

Special Programs Division is receiving adequate support. The Director of the Special Programs Division is responsible to the Academic Dean. Complete audio-visual services are available to all instructors.

VII. Student Recruitment

Newspaper, radio and Television (Junior College Forum) publicity are used.

MILLIKEN UNIVERSITY
Adult Education and Evening School

Total enrollment 1,400
Evening enrollment 600

Public Institution
Semester System

I. Admission Policies

Deadline for application for admission to evening classes is one week prior to registration. Applications taken after that time are placed on temporary registration status. Students may register under temporary registration status without transcripts. Non-matricualting students may take a maximum of eight semester hours. Admission requirements are upper 3/4 of high school graduating class or admitted on probation, and satisfactory scores on tests. There is no special degree program for adults. Admission policies are set by the Dean's Council, administration and faculty. Very few day and evening students enroll in the same classes.

II. Terminology

Title of Division: Adult Education and Evening School, defined: Division offering credit and/or non-credit courses as well as conferences, seminars, short courses, etc.

III. Fees

Day students pay $56 per semester hour; evening students pay $42 per semester hour. Refunds of 90% are made if withdrawal is during the first week of class; 50% during first month; none after one month elapses.

IV. Faculty and Faculty Recruitment

Approximately 50% teaching evening classes are full-time. Final authority to hire evening faculty members lies with the Director of Adult Education and the Evening School in cooperation with department chairmen. The Director may reject a faculty member assigned to teach evening classes. Regular faculty meetings are not held. Faculty members teaching courses on an overload basis are paid according to rank and receive the same rate for credit or non-credit courses.

V. Scheduling

The Director of the Adult Education and Evening School is responsible for the evening class schedule and has the authority to revise it. Three credit hour classes are held one night a week. Part-time evening students are not eligible for the Dean's List.

VI. General

Students participate in discussions regarding academic programs through counseling sessions. The evening division is receiving adequate support. The Director of the Adult Education and Evening School is responsible to the Dean of the University. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for industry and Chambers of Commerce.

UNIVERSITY OF MINNESOTA
Department of Evening Classes

Total enrollment 41,000

Public Institution
Quarter System

I. Admission Policies

There is no deadline for application for admission and students may register for credit courses without transcripts. Non-matricualted students may take an unlimited amount of work for credit. There are no admission requirements for evening classes. Mail registration is used: Student requests registration material, fills out forms and submits them with his tuition fees. There is no special degree program for adults. Day and evening students register in the same classes primarily in Music and Library courses.

II. Terminology

Title of Division: Department of Evening Classes

III. Fees

Evening class tuition is $13 per credit hour; day class tuition reaches its maximum at 12 credits. Refunds are made on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

80% teaching evening classes are full-time. Final authority to hire evening faculty lies with the Director of Evening Classes. The Director may reject a faculty member assigned to teach evening classes. Some full-time faculty members teach exclusively in the Evening. No regular faculty meetings are held.

V. Scheduling

The Director of Evening Classes is responsible for the evening class schedule. The Director has the authority to revise the evening class schedule. Three credit hour courses are scheduled one night a week. Day and evening classes are similar in terms of quality. Part-time evening students are not eligible for the Dean's List.

VI. General

Some special courses are offered in "store front" locations for economically deprived populations. Students participate very little in discussions regarding academic programs. In general, all evening divisions are not receiving adequate support. The Director of the Department of Evening Classes is responsible to the Associate Dean of the Division. Audio-visual instructional aids are available for use in evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for industry and civic organizations.

NEWARK COLLEGE OF ENGINEERING

Newark, New Jersey
Evening Sessions

Total enrollment 6,465
Evening enrollment 3,665

Public Institution
Semester System

I. Admission Policies

Deadline for application for admission for evening students is approximately one month prior to registration. Students may register without transcripts with a statement of good standing from the last college attended. A non-matriculated student is limited to one semester of work unless the credit is required at another school. Admission requirements for non-matriculating students is satisfactory completion of prerequisites; regular students must be high school graduates. Mail registration is used. Academic records of all evening students are reviewed by the Committee on Academic Standing at the end of each spring semester. There is no special degree program for adults. Admission policies are set by the College's Executive Committee. Day and evening students may enroll in the same classes.

II. Terminology

Title of Division: Evening Sessions, defined: Evening sessions (Undergraduate, Graduate, Division of Technology and Division of Continuing Engineering Studies) which covers the areas of responsibility for records, registration and schedules.

III. Fees

Tuition is $14.00 per semester hour for irregular schedules and $12.00 for regular schedules. Refunds are made on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

Full-time regular faculty are encouraged to teach evening classes. Final authority to hire faculty lies with the Departments. Regular faculty meetings at the opening of the Fall Semester are held with the President, in addition, individual departments hold meetings as necessary through the year.

V. Scheduling

The Director of the Evening Sessions is responsible for the evening class schedule. Three credit hour courses are one night a week in order to avoid "regular" students having a 5 evenings per week schedule. Part-time evening students are eligible for the Dean's List with 75% of a normal course load and a GPA of "3" or better out of "4" with no grade lower than "2".

VI. General

The evening division is receiving adequate support. The Director of the Evening Sessions is responsible to the President.

VII. Student Recruitment

Newspaper advertisements for the Division of Technology are used. Posters for undergraduate and graduate sessions are used in appealing to industry; flyers for Continuing Engineering Studies are sent to Professional Societies.

NEW YORK UNIVERSITY

Private Institution

NOTE: The material submitted from New York University pertains solely to the School of Continuing Education and Extension Services which is largely devoted to non-credit courses, lecture series, workshops, conferences, and institutes; these last year accounted for 33,795 registrations of a total of 36,031 registrations. The remaining 2,236 registrations were in four special degree programs.

I. Admission Policies

Applications are ordinarily received before June 1, for the fall semester; no student is admitted without application, transcripts and relevant test scores. There are no non-degree or special students with credit. Admission requirements for the different degree programs vary according to the special case.* They are Associate in Arts (evening degree program for adults), Associate in Applied Science (Business) for adults; Associate in Applied Science in Early Childhood Education and Social Work (daytime program with sections for adults and sections for recent high school graduates); New York University Opportunities Program (for those with grades ordinarily less than 10% of ordinary admission requirements). There is no mail registration for credit courses. Special Degrees enrollment: 181-Associate in Arts (evening); 132-Associate in Applied Science (Business-evening); 60-Associate in Applied Science (Early Childhood Education and Social Work-daytime). The fourth special degree program involves 53 students with the majority attending on Martin Luther King, Jr., scholarships. Admission policies are set by the faculty of the school. Part-time students may enroll only for evening courses; day students can schedule some evening courses if it is more convenient. There is an orientation program for day and evening students, respectively, enrolled in each degree program.

II. Terminology

School of Continuing Education and Extension Services: a general way of indicating that a considerable range of activities will be found here that are found in other institutions by many other names. Continuing Education tends to mean non-credit courses, conferences, institutes, etc., especially for people who already have one or more college degrees, particularly professional ones.

III. Fees

There is no fee differential between day and evening credit courses. Students are charged a "flat" tuition rate because they schedule a "regular program."

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*The Basic Core requirement for admission to special degree programs is high school graduation. Some adults are admitted on the basis of the adult admissions tests and others on SAT scores; in some cases they are admitted provisionally subject to the earning of an equivalency diploma within one calendar year.

IV. Faculty and Faculty Recruitment

It is against University rules for any member of any faculty to be used on an "overload" basis except in the School of Continuing Education and Extension Services or in Education Field Services or through a temporary ruling of the Chancellor. Faculty members are hired on recommendation of the Dean to the Chancellor and the Board of Trustees. Faculty meetings are held four times a year as established by the Agenda Committee and additional faculty meetings are sometimes called.

V. Scheduling

The Dean of the School of Continuing Education and Extension Services is responsible for the schedule. The program administrator or department head turns in "room cards" requesting space for his classes. After approval of the Curriculum Committee for any new courses or changes in fees, etc., the recommendations are submitted to the Chancellor and the Board of Trustees for formal approval. Most of the classes are 2 hours (meeting once a week) or 4 hours (meeting twice a week). The few 3 hour classes are scheduled once a week in the evening or twice a week in the daytime. Research has been completed as follows: "A History of the Division of General Education, New York University, 1934-1959", Ed.D. Thesis submitted by Anne Freidus; "Patterns of Educational Use of a Televised Public Affairs Program, A Study of METROPOLIS: Creator or Destroyer", sponsored by the University Council on Education for Public Responsibility. Study Director: Harry L. Miller; "New York University's Harlem Seminars", a narrative account of a Title I (Higher Education Act of 1965) project under the direction of Dr. Harry L. Miller; "Survey of University Adult Education in the Metropolitan Area of New York", a study made possible by a grant from the Fund for the Advancement of Education, the Ford Foundation under the direction of Mrs. Caroline Ellwood; "An Evaluation of the MIND Adult Education Center on West 114th Street in Harlem" an evaluation of a novel attempt at prevocational basic education for residents of 114th Street between 7th and 8th Avenues by MIND, Inc., a subsidiary of Corn Products Corporation. Evening classes are better than day because they are taken by more interested students with a greater diversity of background. There is no dean's list.

VI. General

The Division is experimenting with non-credit courses for economically deprived students in off-campus locations. There are many publications for faculty, both full and part-time, and also students. Approx. 50 special events will be open to faculty and students of our School, other schools of the University, and the general public. The Division is receiving adequate support in their undertakings. The Dean of the Division is responsible to the President and Chancellor of the University. There are about 200 special appearances on television and radio yearly as well as other instructional aids.

VII. Student Recruitment

There is an office concerned with publicity and information which is concerned with press releases, newspaper articles, radio and television appearances, etc. In addition to the general bulletin there are many brochures and fliers sent to students as well as industry and organizations. There is an Office of Special Services to Business and Industry.

NORTHWESTERN UNIVERSITY
Chicago, Illinois
Evening Divisions

Total Enrollment 19,000 annually
Evening Enrollment 8,000 annually
4,300 current semester

Private Institution
Semester System

I. Admission Policies

Deadline for application for admission is approximately two weeks before registration. Students may register for credit courses without transcripts and may take an unlimited amount of credit work as non-matriculated students. Admission requirements are high school graduation or 21 years of age and acceptable other college transcripts. Mail registration is used for former students. Students are placed on probation with below a "C" average, and are exluded if it is not maintained. A special degree for adults is not offered or considered. Admission policies are set by the Dean and his Advisory Council. Day and evening students may enroll in the same classes. There is no orientation program for evening students.

II. Terminology

Title of Division: Northwestern University Evening Divisions, defined: Each of five day divisions is academically responsible for its own evening program which is identical to its day program leading to degrees.

III. Fees

Evening students pay less than half the tuition day students do, lab fees, etc., are exactly the same. Evening students do not get to use the full facilities of the college as day students do.

IV. Faculty and Faculty Recruitment

25% teaching evening classes are full time. Final authority to hire evening faculty lies with the Dean of the Evening Division. The Director of the Evening Division can reject a faculty member assigned to teach evening classes and can engage an instructor without the consent of the department chairmen. Regular faculty meetings are not held. Faculty members may teach no more than one 4 credit hour course or two 2 credit hour courses on an overload basis during an academic year; this does not include non-credit courses.

V. Scheduling

The Dean of the Evening Divisions is responsible for the evening class schedule, and may revise it. Three credit hour courses are scheduled one night a week. Day and evening classes are of similar quality; the best students, academically, are in the evening divisions as well as the worst. There is no Dean's List.

VI. General

Twice a year the deans meet with all evening students to discuss the academic program. In general, all evening divisions are not receiving adequate support. The Dean of the Evening Divisions is responsible to the Vice-President and Dean of Faculties. Audio-visual instructional aids are used in evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity is used. Special motivational appeals have been developed for Industry.

THE UNIVERSITY OF RICHMOND
Richmond, Virginia
UNIVERSITY COLLEGE

Total enrollment 6,000+
Evening enrollment 1,623

Private, church-related Institution
Semester System

I. Admission Policies

There is no deadline for application for admission to evening classes only registration deadlines. With the Dean's permission, some students may register for credit courses without transcripts. Admission requirements are high school graduation or in good standing at last college attended. Mail registration is used. If a student receives five failing grades, he is dropped from "credit" work. Special degrees for adults: Bachelor of Arts, Bachelor of Commerce, Master of Commerce, Master of Humanities. Admission requirements for the special degrees are successful completion of 45 hours. Admission policies are set by the full-time evening faculty and the Dean. Day students may register for evening courses with special permission. There is an orientation for evening students.

II. Terminology

Title of Division: University College, defined: A University within a University (not a college) and are oriented toward the community.

III. Fees

Day students pay $140 per three hour undergraduate course; evening students pay $54 per three hour undergraduate course. Refunds are made to students only for reason of draft or sickness.

IV. Faculty and Faculty Recruitment

25% teaching evening classes are full time. Final authority to hire full-time faculty members lies with the President, part-time members with the Dean. The Dean of University College can reject a faculty member assigned to teach evening classes. The full-time evening faculty members who teach exclusively in the evening are responsible to the Dean of University College. Regular faculty meetings are held with evening facultytwice a month. Faculty members may teach one (3 credit hour) course on an overload basis, with permission.

V. Scheduling

The Dean of University College is responsible for the evening class schedule, and has the authority to revise and make additions to it. Three credit hour courses are scheduled one night a week. Day and evening classes are equal in terms of quality. Part-time evening students are not eligible for the Dean's List.

VI. General

The evening division is receiving adequate support. The Dean of University College is responsible to the President. Complete audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper publicity is used.

RUTGERS UNIVERSITY
University College

Total Enrollment 26,234
Evening Enrollment 7,812

Public Institution
Semester System

I. Admission Policies

Deadline for application for admission to evening classes is about a month before registration: students may not register for credit courses without transcripts. A student may take a maximum of 30 hours as a non-matriculating student. Admission requirements: upper 3/4 of high school class or GED; good standing from another college. Mail registration is used: All students receive registration material by mail; return is approximately 60%. Students must maintain averages as specified by the faculty committee on scholastic standing. No special degree program for adults offered and not considered. Admission policies are set by a faculty committee on admissions. Day and evening students may register in the same classes. There is an orientation program for evening students during the fall and spring terms.

II. Terminology

Title of Division: University College, defined: A college within the framework of the University. Continuing Education, defined: a sequential educational program designed to assist mature students in their ability to communicate, to discharge responsibility to self and society, to use the processes of thinking, appreciation and to develop the habit of self-education for continued self improvement.

III. Fees

Day students are charged on a term basis; evening students on a credit hour basis. Refunds are made partially in diminishing percentages up to eight weeks after the term begins.

IV. Faculty and Faculty Recruitment

30% teaching evening classes are full time. The final authority for hiring faculty lies with the department chairmen with certification by the dean; faculty members are responsible to the dean. Faculty meetings are held in the spring and fall and on demand of the faculty or dean. Faculty are limited to the equivalent of four semester hours per term as an overload.

V. Scheduling

The Dean of University College is responsible for the schedule. Three credit hour classes are scheduled only two nights per week. Part-time students are eligible for the Dean's List after completing 12 hours with a 1.90 or better.

VI. General

The University College offers tutorial and remedial programs on campus. In general, all divisions of continuing adult education are not receiving adequate support. The Dean of University College is responsible to the President of the University. Audio-visual aids are available for instruction.

VII. Student Recruitment

Some Newspaper and radio publicity are used.

SOUTHERN CONNECTICUT STATE COLLEGE

New Haven, Connecticut
Extension Services

Total Enrollment 5,700
Evening Enrollment 4,700

Public Institution
Semester System

I. Admission Policies

Deadline for application for evening students is by the first day of classes. Students may register for credit courses without transcripts on a provisional basis. Non-matriculated students may take a maximum of 30 semester hours. Admission requirements are high school graduation, a "C" average on previous college work or satisfactory CEEB scores. Mail registration is open to matriculated students only. Matriculated students must maintain a "C" average. There is no special degree for adults. Admission policies are set by the Admissions Committee. Day and evening students may register in the same classes with permission. There is no orientation for evening students.

II. Terminology

Title of Division: Extension Services, defined: Evening Division, including all programs: graduate, undergraduate and special after end of regular day courses.

III. Fees

Evening students pay $30 per semester hour; day students pay $100 annually. This is justified because day classes are state subsidized. Refunds are made because of illness-½ of total tuition; because of being drafted-total.

IV. Faculty and Faculty Recruitment

50% teaching evening classes are full time. Final authority to hire evening faculty lies with the President. The Director of Extension Services may reject a faculty member assigned to teach evening classes. No regular faculty meetings are held. Overloads for faculty members are not permitted.

V. Scheduling

The Director is responsible for the evening class schedule. Three credit hour courses are scheduled two nights a week. Day and evening classes are equal in terms of quality. Part-time evening students are not eligible for the Dean's List.

VI. General

In general, all evening divisions are not receiving adequate support. The Director of Extension Services is responsible to the President. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for Industry and Civic Organizations.

UNIVERSITY OF SOUTHERN MISSISSIPPI
Hattiesburg, Mississippi
Division of Continuing Education

Total enrollment 8,000
Evening Enrollment 1,500

Public Institution
Quarter System

I. Admission Policies

Deadline for application for admission for regular students is three weeks prior to registration; there is no deadline for non-degree students. Students may take a maximum of 16 quarter hours as non-matriculating students. Admission requirements are high school graduation or recommendation from last college attended. The ACT examination is required for adults in the evening division and are used as a basis for admission as well as for advisement. There is no special degree program for adults but one is being considered. Admission policies are set by the Academic Council. Day and evening students may enroll in the same classes. Orientation for evening students is combined with day students' orientation.

II. Terminology

Title of Division: Division of Continuing Education, defined: The administrative unit responsible for all credit and non-credit programs over and above those administered by day deans of the university.

III. Fees

Refunds are made to students on a graduating percentage basis.

IV. Faculty and Faculty Recruitment

A ratio of 50-50 is maintained regarding the percentage of faculty teaching evening classes. Final authority to hire evening faculty lies with the Board of Trustees of Institutions of Higher Learning of the State of Mississippi. The Dean of the Division of Continuing Education can reject a faculty member assigned to teach evening classes. Some full-time faculty members teach exclusively in the evening; they are responsible to the Dean of the Division. Regular faculty meetings are held the second week of the quarter. Faculty members are not allowed to teach on an overload basis.

V. Scheduling

The Dean of the Division of Continuing Education is not responsible for the evening class schedule. The Academic Deans are. The Dean of the Division of Continuing Education may not revise or make additions to the evening class schedule. Three credit hour courses are scheduled one night a week. Day and evening classes are equal in terms of quality. Part-time evening students are eligible for the Dean's List with a grade point average of 3.25 after completing 15 quarter hours.

VI. General

Students participate very little in discussions regarding academic programs. In general, all evening divisions are not receiving adequate support. The Dean of the Division of Continuing Education is responsible to the Dean of the University. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper and radio publicity are used. Sometimes guest speakers are included in programs for the Chamber of Commerce and other Civic Organizations.

ST. JOSEPH'S COLLEGE
Evening College

Private, Church-related Institution
Semester System

Total Enrollment 6,600
Evening Enrollment 4,800

I. Admission Policies

Deadline for application is 30 days prior to term beginning. Students may register for credit courses without transcripts. "Isolated Credit" status permits students to take courses on a non-degree basis but matriculation is encouraged. Admission requirements: High school graduation. Mail registration is used: (Last fall 30% pre-registered) Students must maintain 1.5 for 18 credits; 1.7-30 credits; 1.9-60 credits; 2.0 required for graduation. No special degree program is offered and not considered. Admission policies are set by the Dean and his staff.(New College Council has Standards Committee). Lay and Evening students may enroll in the same class with permission of their deans. There is an orientation program for evening students on Saturday or Sunday afternoon before term begins.

II. Terminology

Title of Division: Recently changed from Evening Division to Evening College. Continuing Education, defined: Courses for and B.S. Graduates to keep up to date, etc.

III. Fees

Day students pay by the year or semester. Everyone's fees are assessed by the course. Refund policy: 40%-first week; 20%-second week through 5th week; 6th week-0%.

IV. Faculty and Faculty Recruitment

38% teaching evening classes are full time. Final authority to hire evening faculty lies with the Dean with validation by the President. Some full-time faculty members teach exclusively in the evening. Faculty meetings are held annually with everyone, departments meet several times a year. Non-credit courses are taught by regular faculty; institutes,etc are not handled by this division.

V. Scheduling

The Dean is responsible for the schedule. Three credit hour classes are scheduled two nights a week and only rarely once a week. Research: There is a continuing study on Admissions (since 1964) in order to determine whether high school graduates or adults make better students; results indicate those out of high school for a number of years earn better grades. Students are eligible for the Dean's List, Evening College, after completing 30 hours with a "B."

VI. General

There has been a student council for evening students in operation for ten years. The evening division is receiving adequate support. The Dean of the Evening Division is responsible to the Executive Vice-President. Audio-visual aids are available.

VII. Student Recruitment

Newspaper (10 papers- 3 ads a yr.) and radio publicity are used. Public relations: descriptive brochures are sent out.

TEXAS CHRISTIAN UNIVERSITY
Evening Division

Total Enrollment 6,500
Evening Enrollment 1,500

Church-related Institution
Semester System

I. Admission Policies

If admission procedures are not completed at the time of registration, students are admitted provisionally. There is no limit to the amount of work a student may take as a non-matriculating student. Mail registration is used: Students request mail registration kit, complete it and return it, the staff processes the registration before regular registration. Students must maintain a "C" average. A special degree program for adults is offered: Bachelor of Arts degree with divisional concentration in Humanities, Natural Sciences (including math) or Social Sciences. Admission policies are set by the Admissions Office in consultation with Evening College and University Council. Day and evening student may enroll in the same class.

II. Terminology

Title of Division: The Evening College, defined: An extension of the College facilities into the evening hours in order to make university education available to those unable to attend classes in the day and especially to fix responsibility for seeing that the needs of adults are met.

III. Fees

Tuition is charged until the date of official withdrawal according to a set table: 1 week or less: 10%; 2 weeks: 20%; 3 weeks: 30%; 4 weeks: 50%; 5 weeks: 70%; 6 weeks 90%; over 6 weeks: 100%.

IV. Faculty and Faculty Recruitment

The policy regarding the percentage of faculty for evening classes that are full time is a minimum of 25%; approximately 40% are full time. Final authority for hiring faculty lies with Dean and department chairmen jointly. Some full-time faculty members teach exclusively in the evening. Regular faculty meetings are held annually for entire faculty and periodically for groups. Faculty may teach only non-credit courses on an overload basis.

V. Scheduling

The Dean of the Evening College is responsible for the schedule. Three credit hour classes are scheduled either one or two nights per week. Part-time students are not eligible for the Dean's List.

VI. General

The students participate in discussion regarding academic programs through the Student Council. Special seminars are held for faculty members in order to increase teaching effectiveness. The Dean is responsible to the Vice-Chancellor.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Public relations: special motivational appeals have been developed for Industry and Organizations. A joint effort with SMU and the University of Dallas is being made to offer courses to six industrial plants via television.

SYRACUSE UNIVERSITY
University College

Total Enrollment 23,000
Evening Enrollment 6,000

Private Institution
Semester System

I. Admission Policies

There is no deadline for application for admission to evening classes and students may register for credit courses before transcripts are received. Students may take up to 9 hours at graduate level, as non-matriculating students; no limit for undergraduate courses. Admission requirements are high school graduation, transcripts, letters of recommendation, and College Board Exams. Mail registration is only used for non-credit courses. Students must maintain a "C" average in order to remain in college. As special degree program for adults is offered: Bachelor of Arts (Liberal Studies). The Admissions Office formulates the admission policies for the evening students; for special students: University College with Faculty Committee.

II. Terminology

Title of Division: University College, defined: It is the Continuing Education Division of the University. Continuing Education: Credit courses, day and evening, non-credit courses, conferences, institutes, etc., which focus on the part-time and adult student.

III. Fees

Refunds are made through first five weeks of classes and none thereafter.

IV. Faculty and Faculty Recruitment

95% teaching evening classes are full-time faculty members. Final authority to hire faculty lies with University College in consultation with Deans and Department Chairmen. Faculty members are allowed no more than one overload a semester. Non-credit courses are not included.

V. Scheduling

The Dean of University College is responsible for the schedule of evenin classes. 3 credit hour classes are scheduled either one or two nights per week. Research: (Staff members about to do doctoral dissertations on attitudes of faculty toward Continuing Education Division. Part-time students not eligible for the Dean's List.

VI. General

Special courses are offered in the ghetto at appropriate locations. In general, evening divisions are not receiving adequate support. The Dean of the Evening Division is responsible to the Vice-President for Continuing Education and ehrough him to Vice-President for Academic Affairs. Audio-visual aids are used extensively.

VII. Student Recruitment

Newspaper, Radio and Television publicity are used. Public relations: special motivational appeals have been developed for Industry and Organizations, personal contacts, phone campaigns, magazines, etc.

WASHINGTON UNIVERSITY, St. Louis, Missouri

Total Enrollment 11,597
Evening Enrollment 4,363

School of Continuing Education

Private Institution
Semester System

I. Admission Policies

Deadline for application for admission is prior to the beginning of the second week of courses. Students may register for credit courses without transcripts on a provisional basis. Non-degree student may take a maximum of 60 Semester hours. Admission requirements are high school graduation, GED or special examination. Mail registration is used. Mail registration are accepted up to one week prior to the opening of the semester. Students must maintain a "C" average after completion of 30 hours. There is no special degree for adults. Admission policies are set by the Administrative Board of the School of Continuing Education and the Summer School. Day and Evening students may register for the same classes with deans' approval.

II. Terminology

Title of Division: School of Continuing Education, defined: includes evening degree and certificate work; also conferences, lectures, and other continuing activities including some professional education.

III. Fees

Day students pay $80 per semester hour, evening students pay $40 per semester hour. This is justified because the cost of instruction for the day is greater.

IV. Faculty and Faculty Recruitment

21% teaching evening classes are full time. Final authority to hire evening faculty lies with the Dean of the School of Continuing Education. The Dean alsohas the authority to reject a faculty member if he is unsatisfactory. A faculty member who participates in courses on an overload basis can do so only when the amount received does not exceed 20% of his regular salary.

V. Scheduling

The Dean of the School of Continuing Education is responsible for the evening class schedule. Three credit hour courses are scheduled one night a week, except when laboratories are involved. There is no Dean's List at Washington University.

VI. General

Students participate in discussions regarding the academic program with day faculty and evening administrators in the Committee on Academic Policy. In general, all evening divisions are not receiving adequate support. The Dean is responsible to the Vice Chancellor and Associate Provost. Audio-visual instructional aids are available for evening classes.

VII. Student Recruitment

Newspaper, radio and television publicity are used. Special motivational appeals have been developed for Industry and organizations in the form of brochures and special contacts made by some departments.

ERIC Clearinghouse

MAR 5 1969

on Adult Education